



SCHOOL EMERGENCY PROCEDURES

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EMERGENCY PHONE NUMBERS

Mount Pleasant Police Department:

Emergency: 911

Non-Emergency: 843-884-4176

By Fax at: 843-849-2765

Mount Pleasant Fire Department:

Fire Station 3 - Captain Steve Drozd

sdrozd@townofmountpleasant.com

355 7th Avenue, Mt. Pleasant, SC 29464

884-4155

Non-Storm Emergency Shelter ~ Wando High School

Public Information Office:

By Phone: 843-856-3040

UTILITY DEPARTMENTS:

Mt. Pleasant Waterworks:

884-8048

SCE&G:

Power Outages/Downed/Sparking Power Lines

888-333-4465

SECURITY: Sonitrol -- 747-0904

Account #4173

FIRE ALARM:

L&S Electronics -- 554-5900

Monitoring Company – All American -- 800-318-9486 Account #7006-59

CCSD FACILITY SECURITY & EMERGENCY PREPAREDNESS:

308-6580

297-3600

297-9039

POISON CONTROL CENTER: (800) 922-1117

How to contact SLED:

You can reach the SLED office at 803-737-9000, or via mail at: Post Office Box 21398; Columbia, SC 29221

SLED Headquarters is located at: 4400 Broad River Road Columbia, SC 29210

EVACUATION PLAN

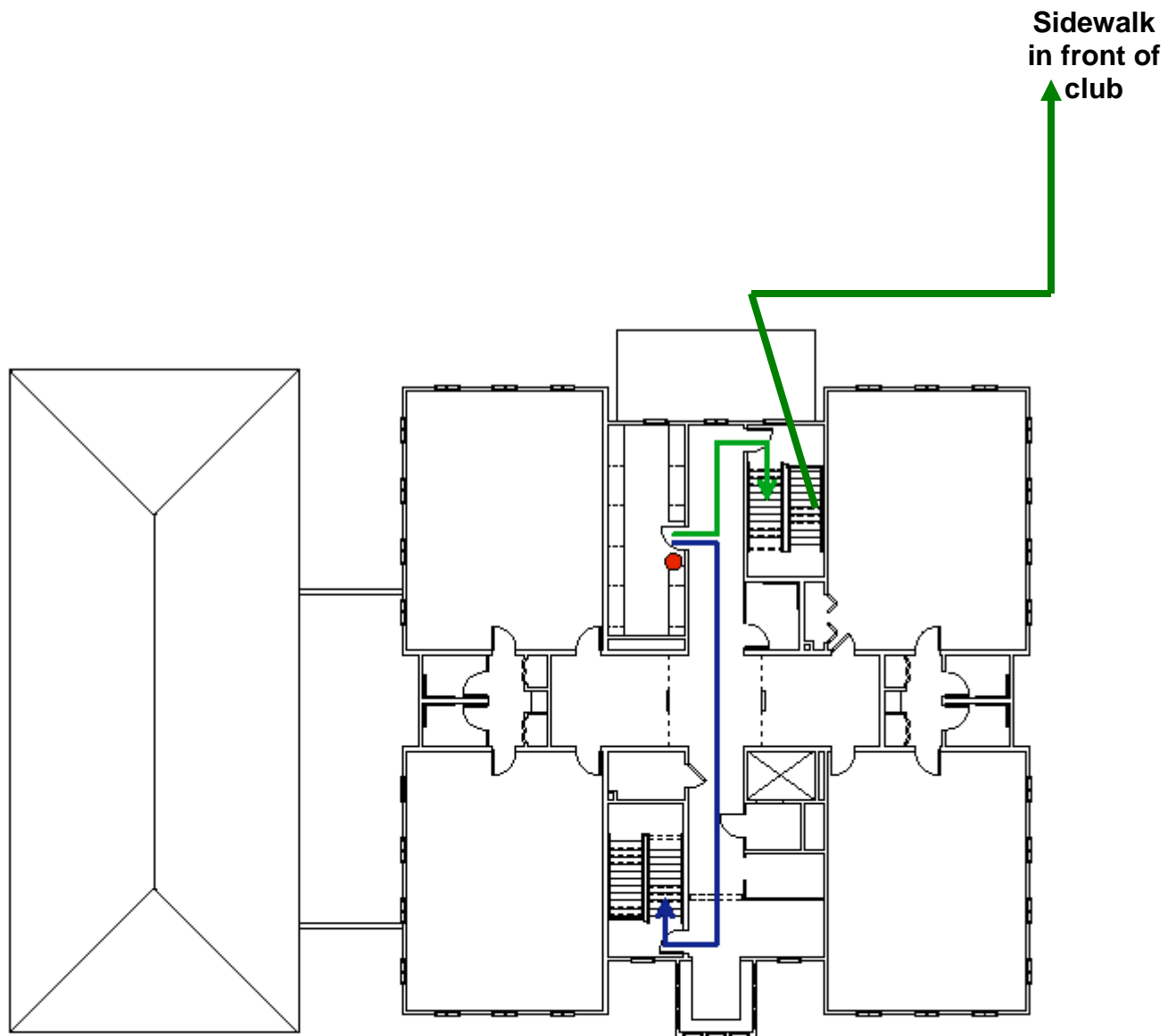
Definition:

The evacuation plan needs to encompass the fire escape routes and the staging areas for classrooms. Also, include the teacher's chain of command for reporting missing or additional students and any other problems that may arise to the Incident Commander. The following locations need to be labeled on the Evacuation Plan: Command Post, Staging area (this is for responding emergency personnel), and Medical Triage.




EVACUATION PROCEDURES

1. Initiate drill procedures.
2. Follow escape routes posted in each classroom.
3. Staff will escort students out of the building to the I'ON parking area a safe distance from the school building.
4. Call 911 at closest phone and give operator name and address.
5. A head count of staff and children is taken and matched to daily attendance record.
6. Each head teacher flags school principal that all children are accounted for and are in attendance at safe area.
7. In the event of a fire or other emergency families would be contacted via a phone tree and notified where to pick up children.
8. Lead teacher leads class out ~ Assistants check other areas.
9. **Upstairs:**
 - a. Green Room Assistant ~ check bathrooms in between classrooms
 - b. Orange Room Assistant ~ check lab & staff bathroom
 - c. Red Room Assistant ~ check bathrooms in between classrooms
 - d. Blue Room Assistant ~ check library, clock tower, technology lab and stairwells
10. **Downstairs:**
 - a. Red Room Assistant ~ check bathrooms in between classrooms
 - b. Green Room Assistant ~ check classroom bathroom
 - c. Orange Room Assistant ~ check classroom bathroom
11. Special Ed Teacher ~ check offices, art room, kitchen, and 2 Grand Hall bathrooms.

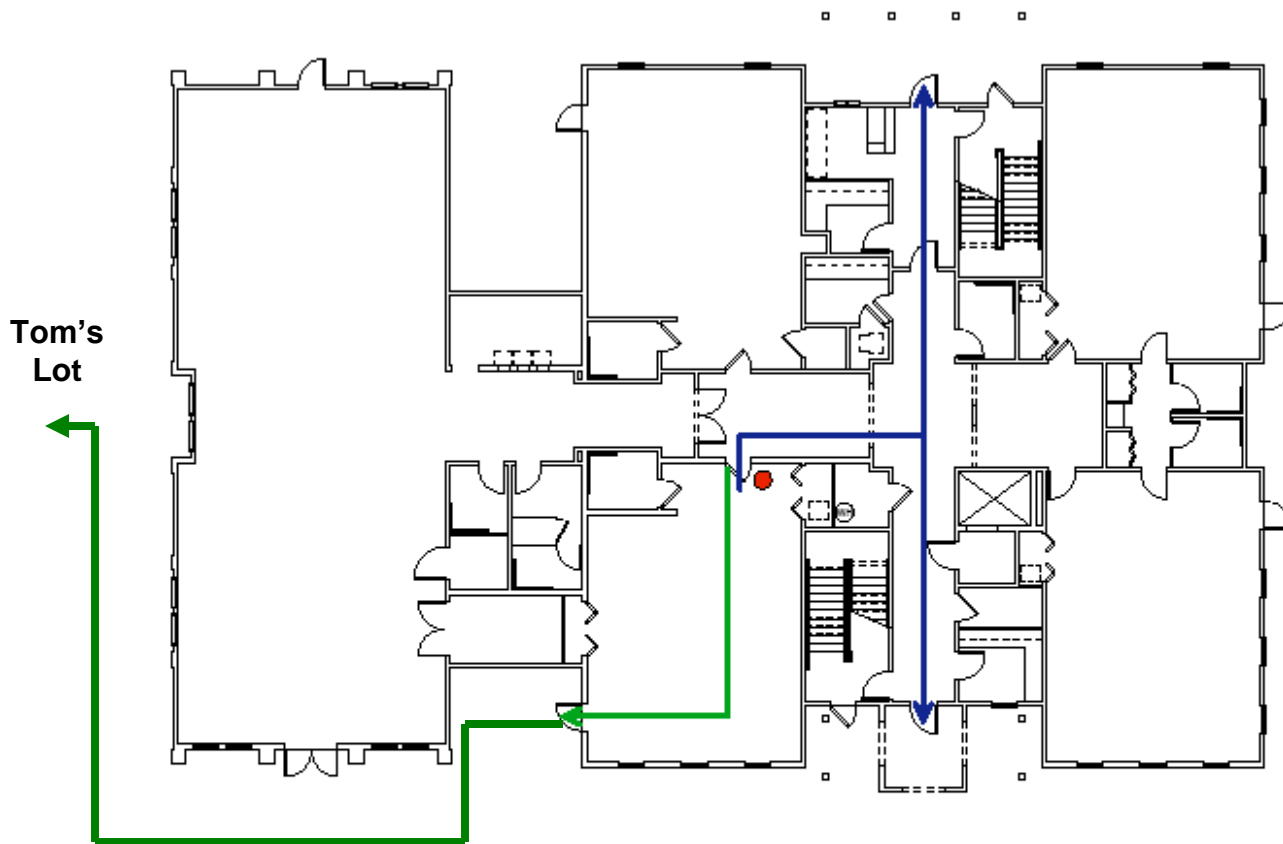
2nd Floor – Technology Lab






LEGEND

-  YOU ARE HERE
-  PRIMARY EVACUATION ROUTE
-  SECONDARY EVACUATION ROUTE

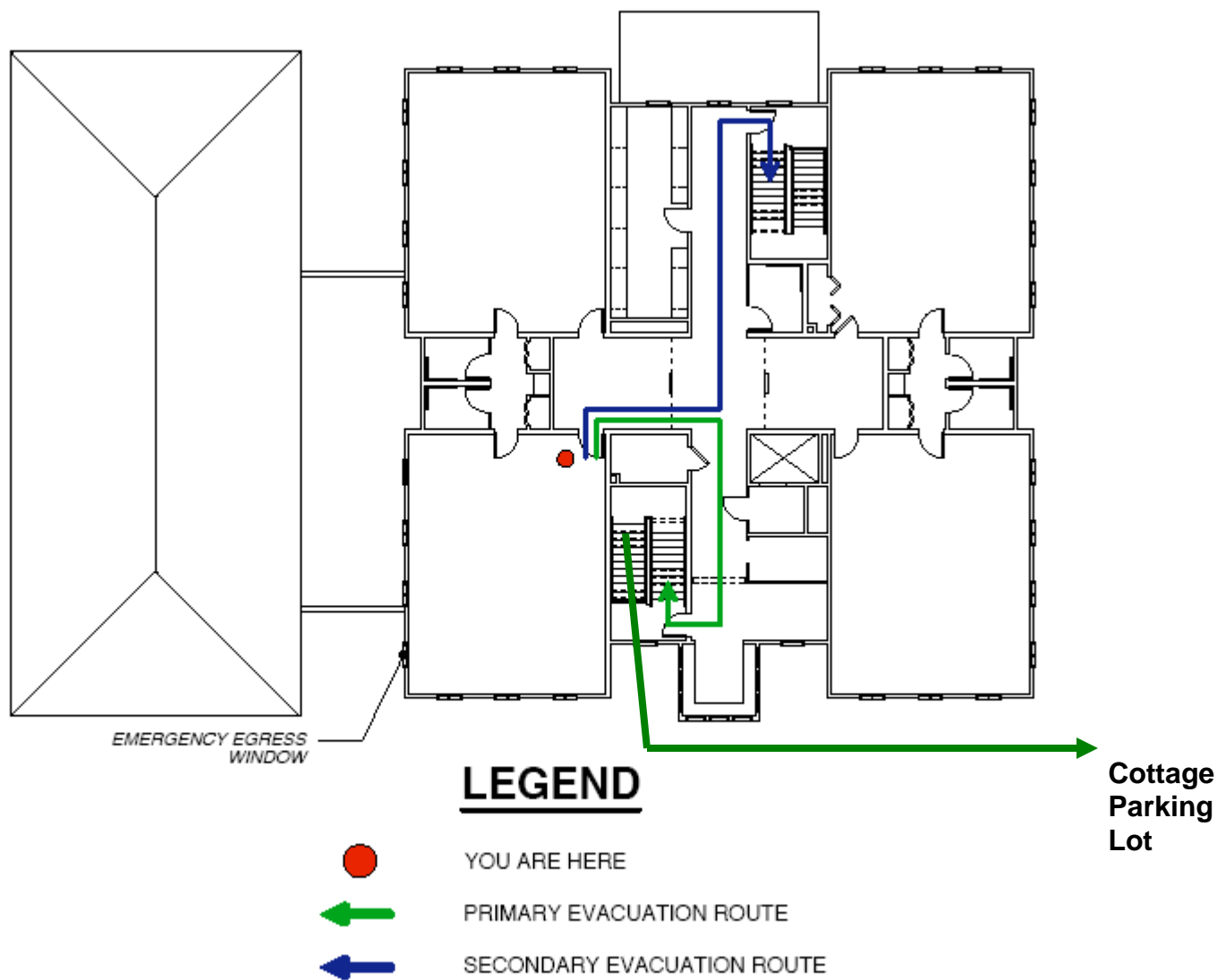
1st Floor – Orange Room



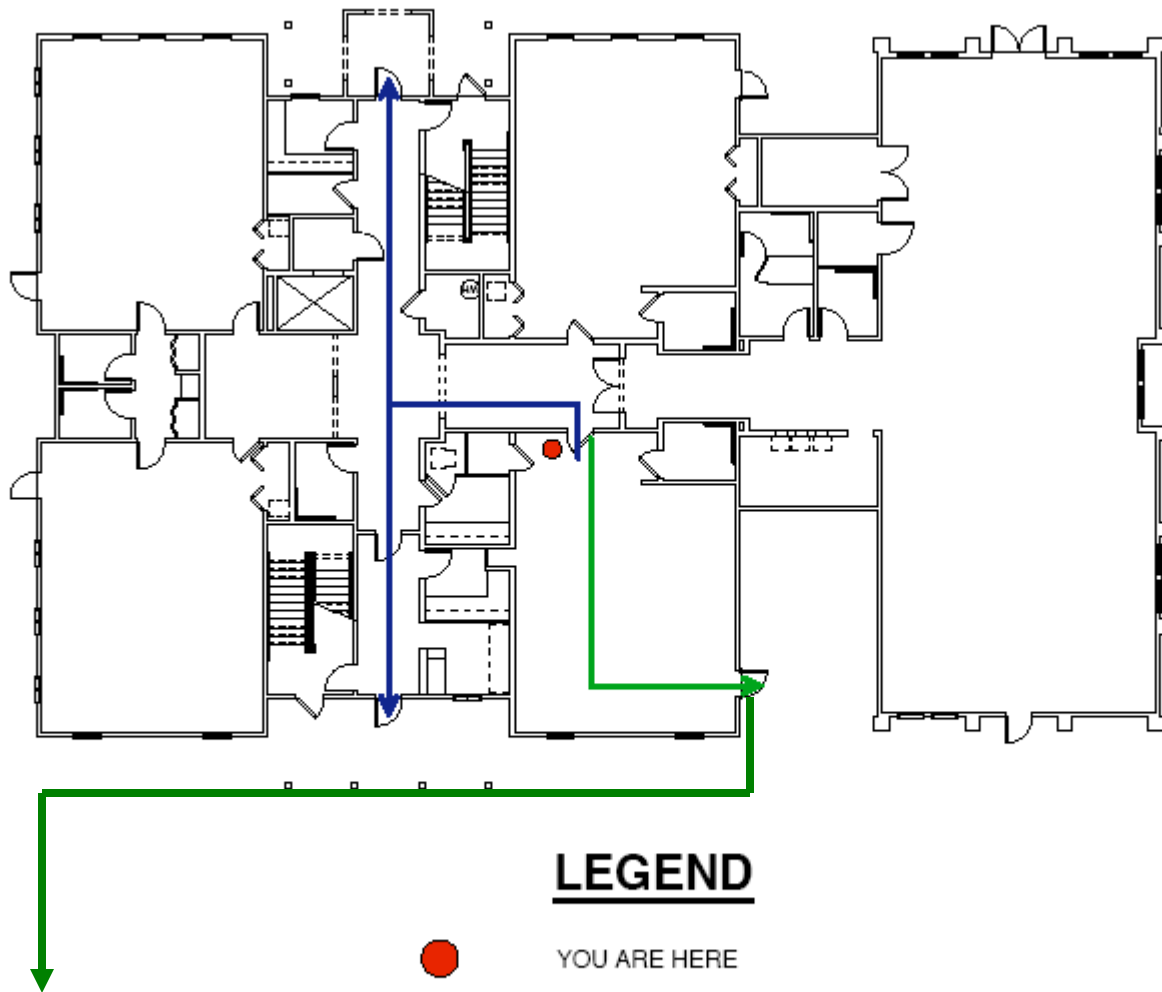
LEGEND

-  YOU ARE HERE
-  PRIMARY EVACUATION ROUTE
-  SECONDARY EVACUATION ROUTE

2nd Floor – Orange Classroom



1st Floor – Green Classroom



LEGEND



YOU ARE HERE



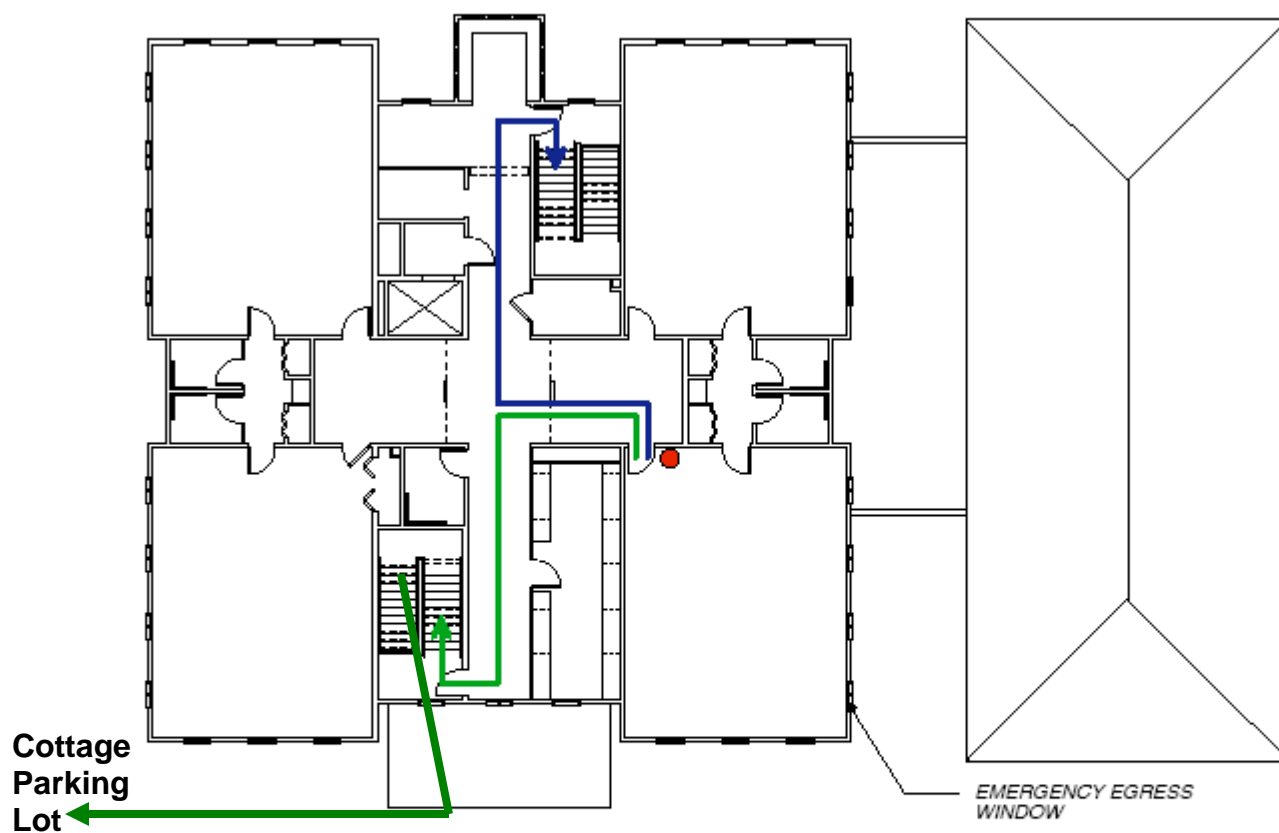
PRIMARY EVACUATION ROUTE






SECONDARY EVACUATION ROUTE

I'On Club
Fence

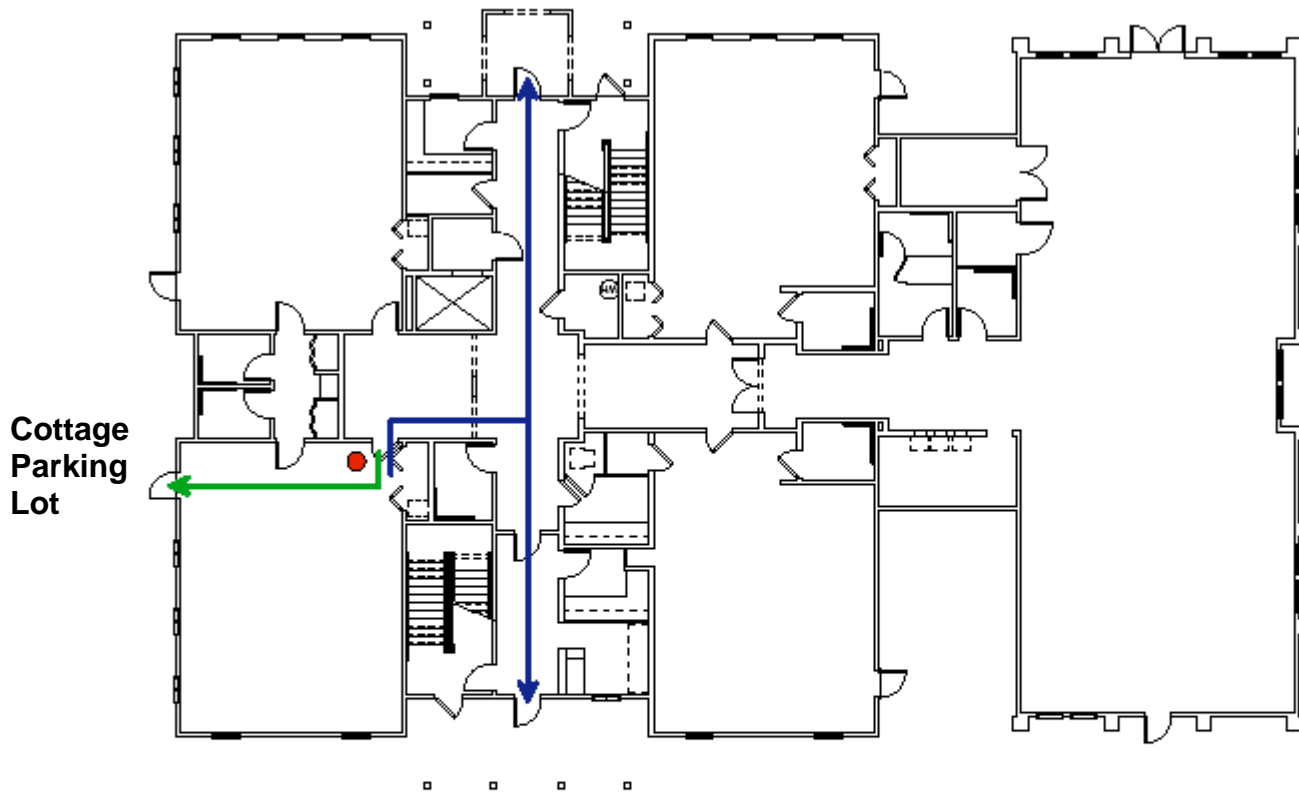
2nd Floor – Green Classroom



LEGEND

-  YOU ARE HERE
-  PRIMARY EVACUATION ROUTE
-  SECONDARY EVACUATION ROUTE

1st Floor – Blue Classroom



LEGEND



YOU ARE HERE

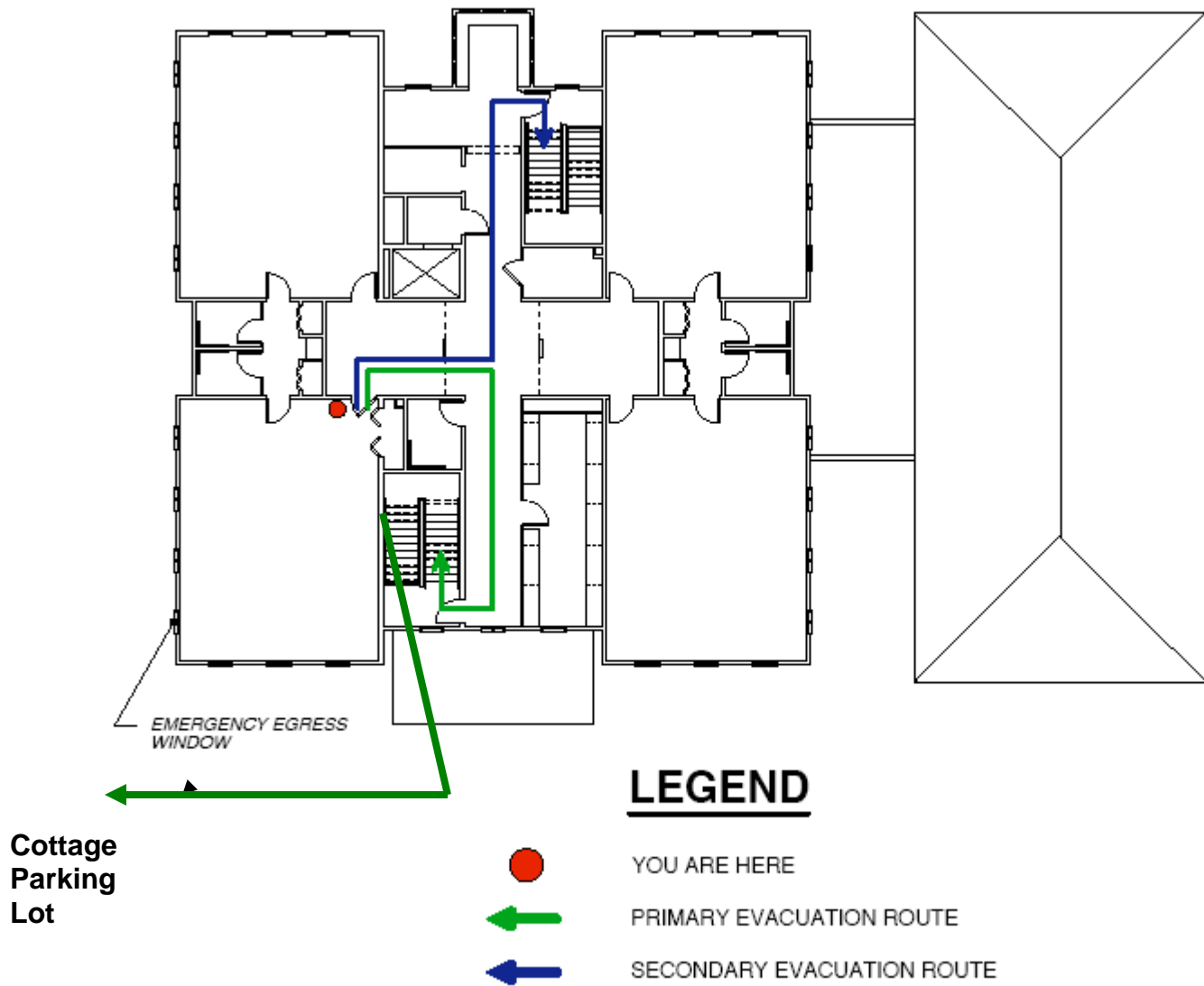


PRIMARY EVACUATION ROUTE

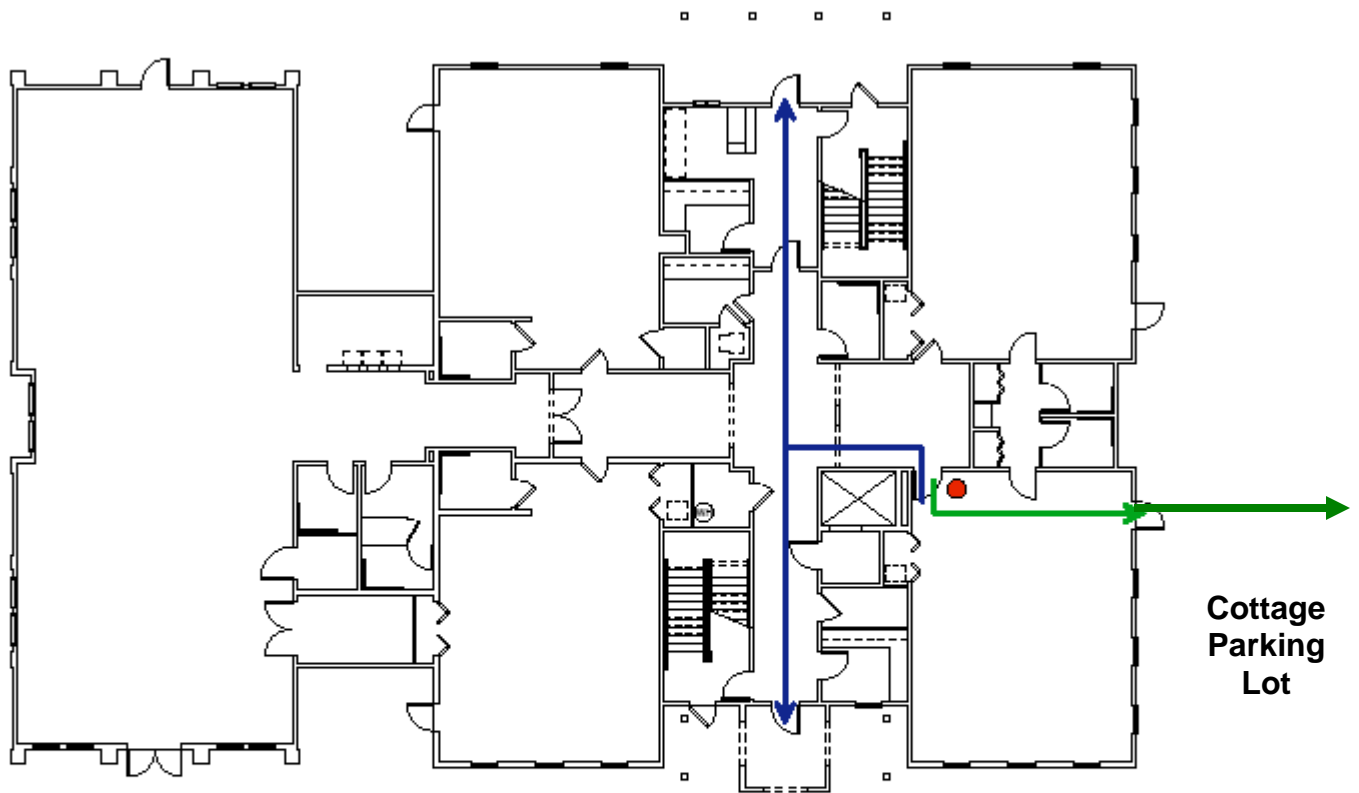


SECONDARY EVACUATION ROUTE




2nd Floor – Blue Classroom



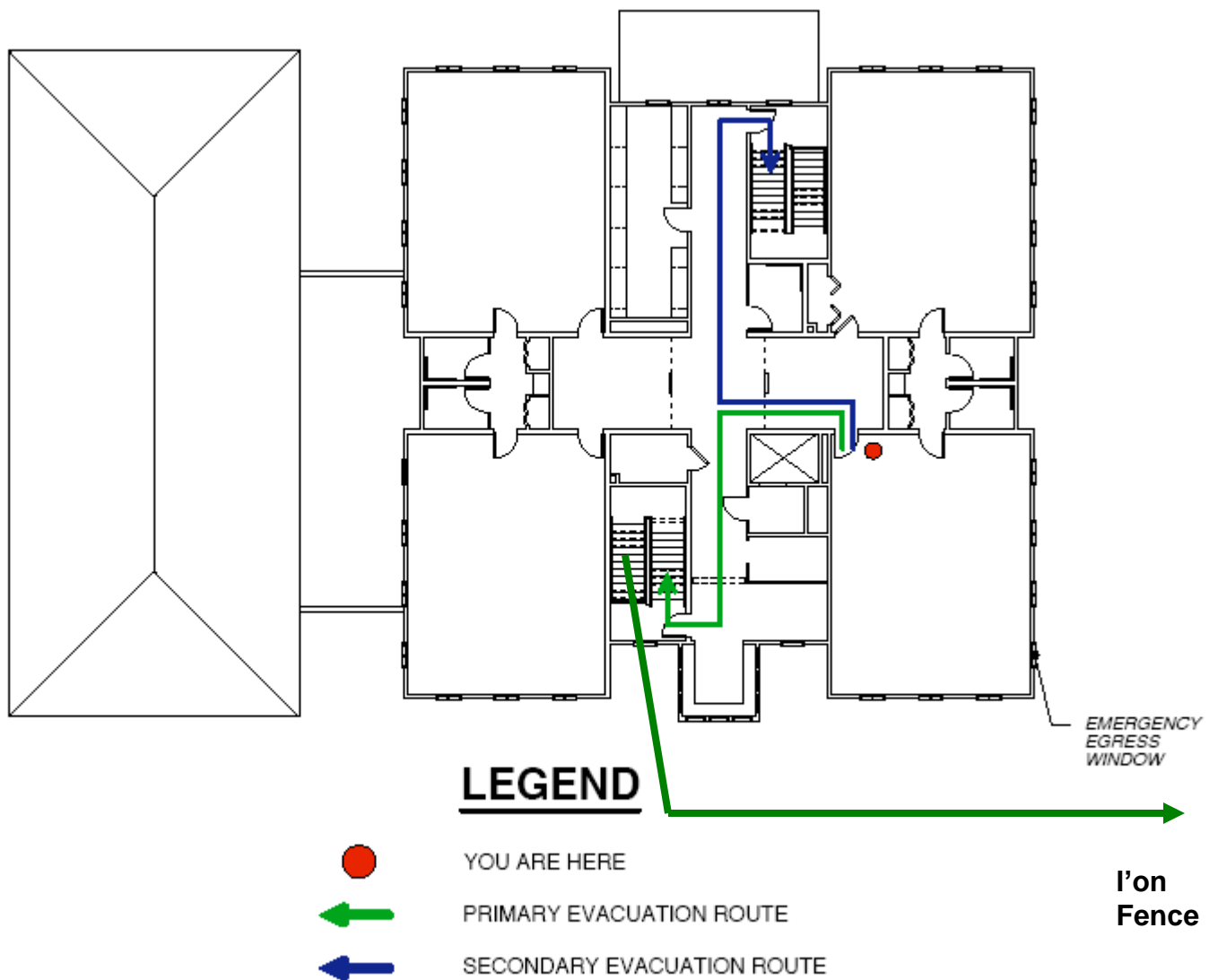
1st Floor – Red Classroom



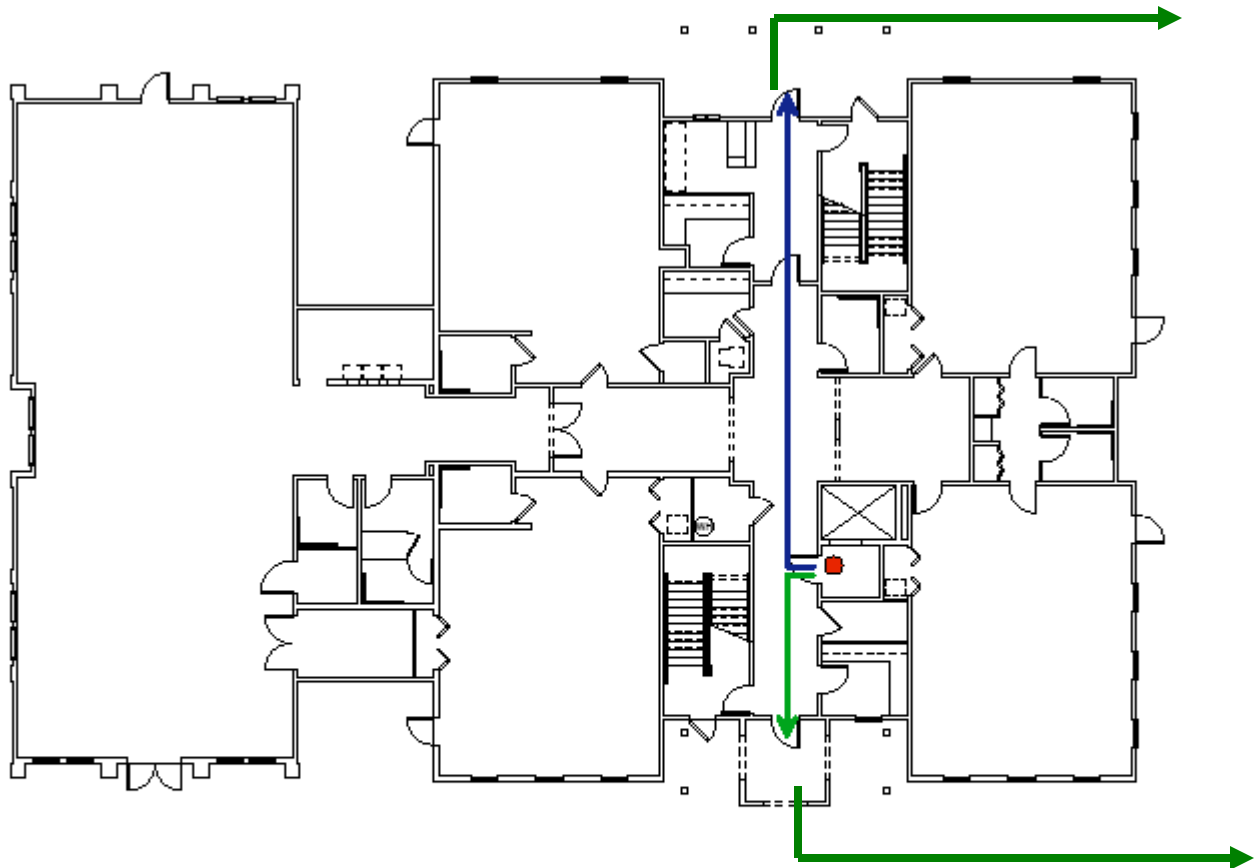
LEGEND

-  YOU ARE HERE
-  PRIMARY EVACUATION ROUTE
-  SECONDARY EVACUATION ROUTE




2nd Floor – Red Classroom



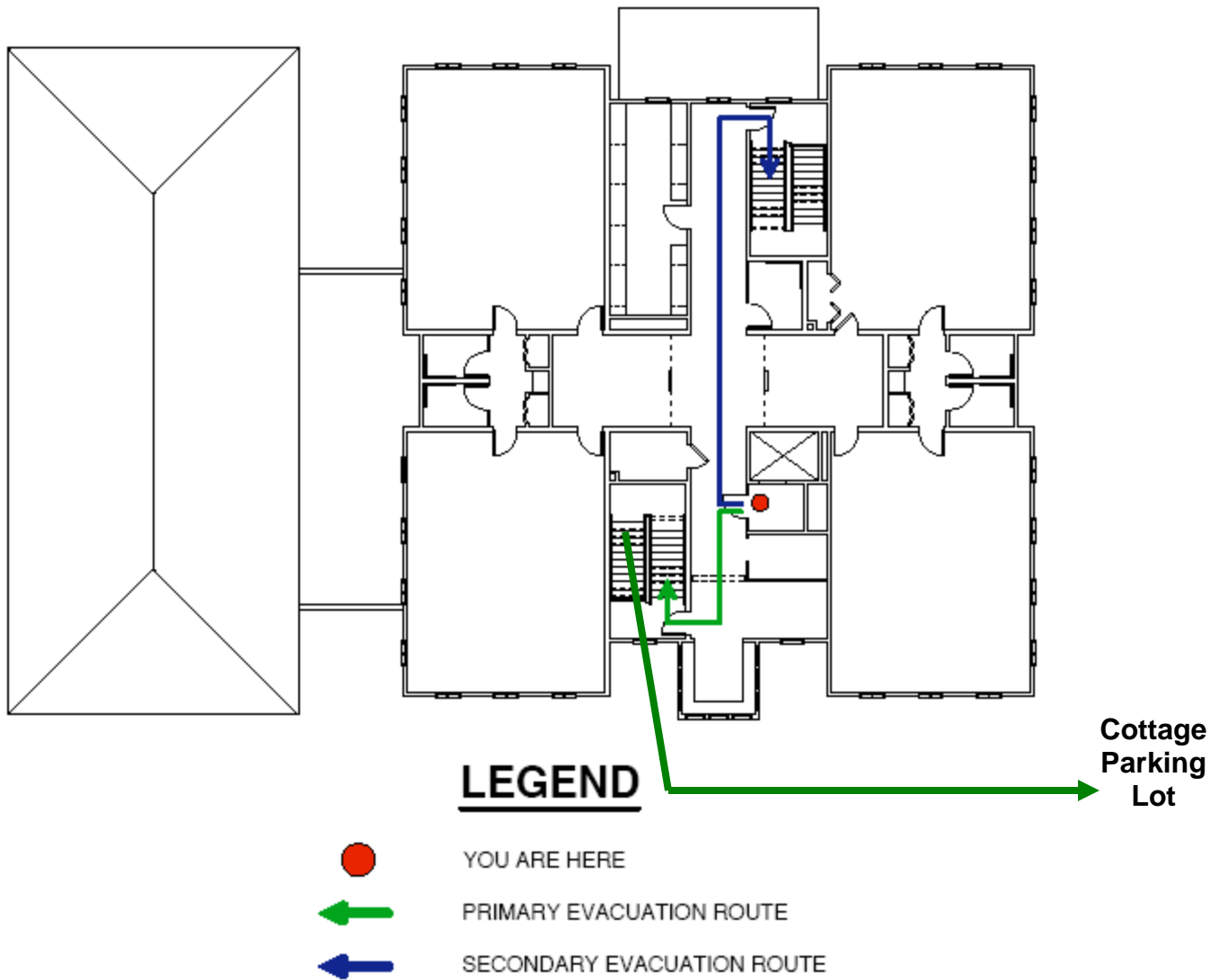
1st Floor – Business / Front Office



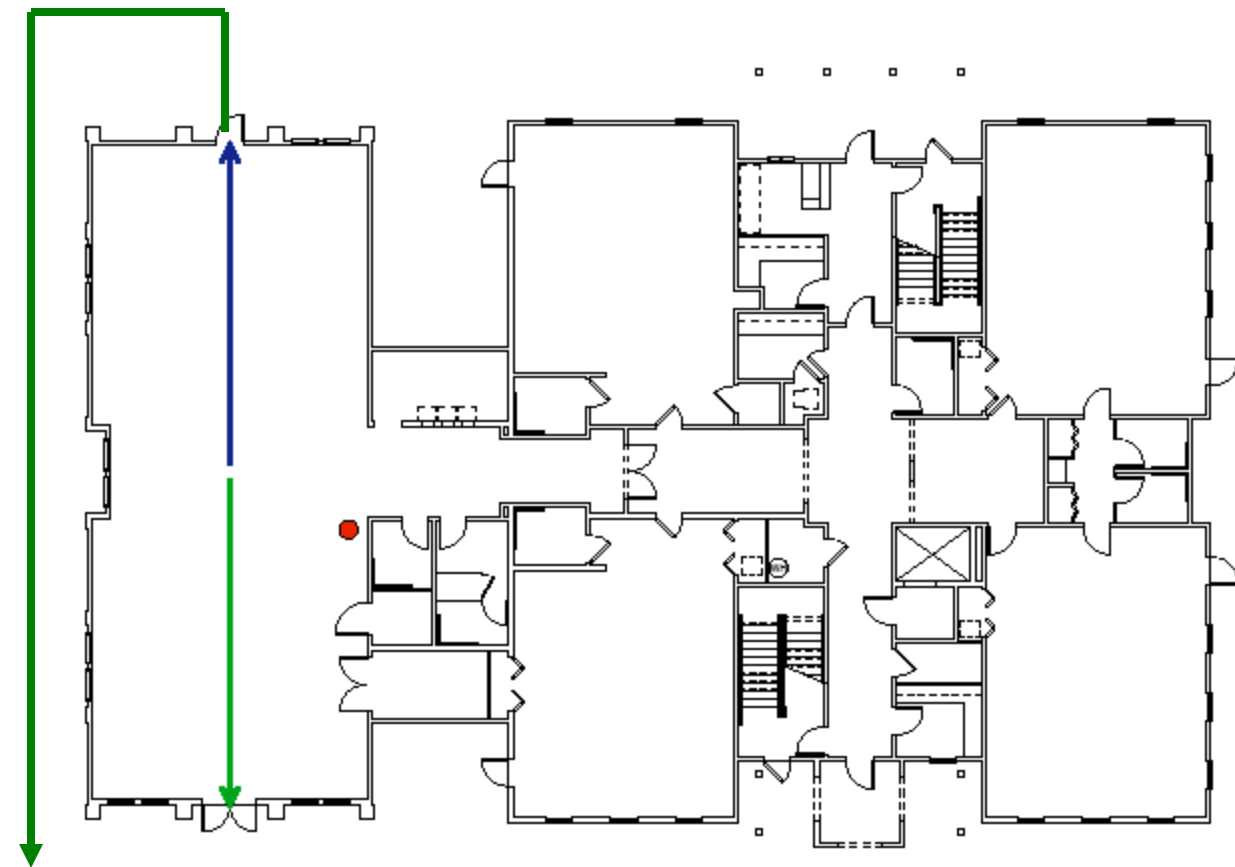
LEGEND

-  YOU ARE HERE
-  PRIMARY EVACUATION ROUTE
-  SECONDARY EVACUATION ROUTE

2nd Floor – Clock Tower






1st Floor – GRAND HALL & SPECIAL ED Classroom

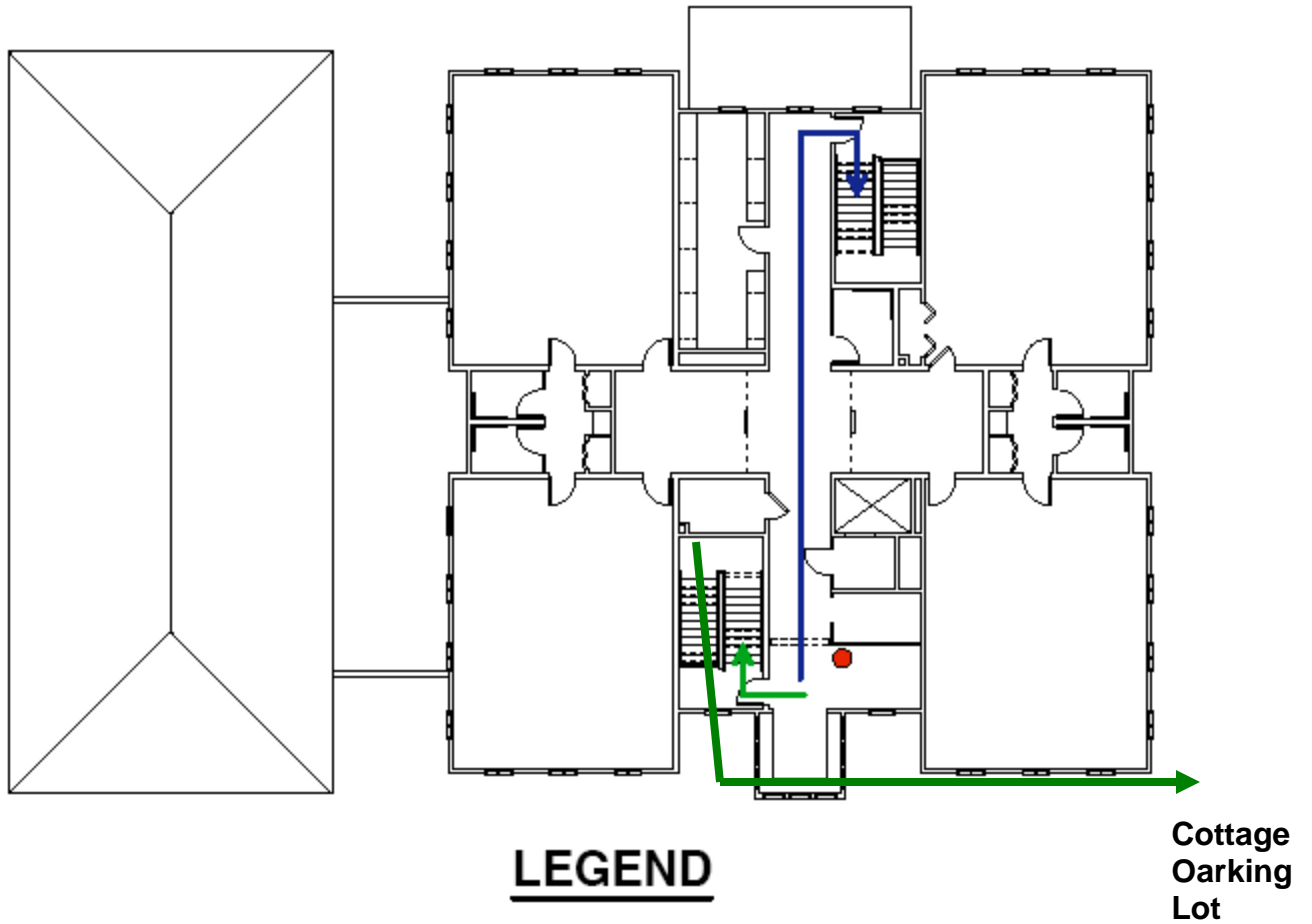


Tom's
Lot

LEGEND

-  YOU ARE HERE
-  PRIMARY EVACUATION ROUTE
-  SECONDARY EVACUATION ROUTE

2nd Floor – LIBRARY



CODE YELLOW ADMINISTRATIVE LOCK DOWN

CODE YELLOW indicates there is a problem within or near the school and that students, faculty and staff shall remain alert to the possibility that injury could occur if procedures are not followed. Incidents that may lead to a **CODE YELLOW** include, but are not limited to:

- Persons threatening to come on or near campus and cause disturbance
- Upset visitors that may have propensity to get violent
- General disturbance with students
- Fights or violent activity between two or more persons
- Disturbance within the community or near school that may increase
- Problems at other schools that may upset or cause students and faculty concern
- Any other situation the principal or administrator deems appropriate for lock down

In the event of a **CODE YELLOW**, the following procedures shall be followed:

- **Signal:** Intercom
- Quickly gather all students in or around your classroom and bring them inside
- Lock the doors by using the special Allen Key, and close all windows
- Do not allow students to enter or leave classroom until they are dismissed by Principal – be sure you receive an ALL CLEAR from office
- Conduct classes as normally as possible and remain calm
- Have class roster available
- Report attendance information to the front office when requested

CODE RED EMERGENCY LOCKDOWN

This is the most serious alert school officials can initiate. **CODE RED** means there is a high probability of serious injury or death to students and faculty if immediate action is not taken to SECURE students safely. This should be accomplished quickly while stopping all student, staff and faculty movement. Several incidents may cause a **CODE RED** to be activated; these include but are not limited to:

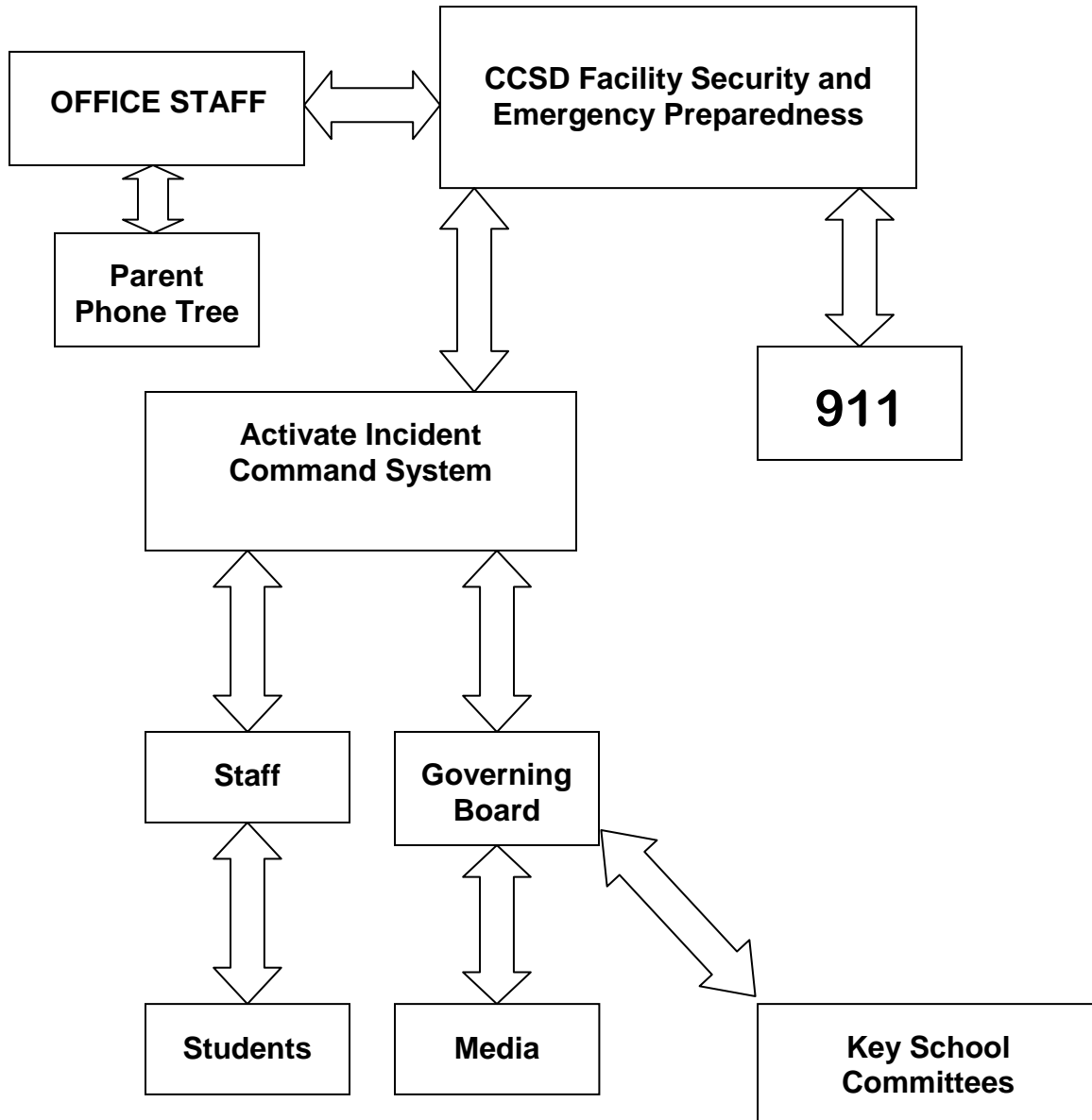
- An active shooter scenario on or near campus
- An unwanted, potentially violent intruder on or near the school campus
- Threats received by school indicating danger may be imminent

The following procedures should be followed to ensure safety of all students, faculty and staff in the event of a **CODE RED** activation:

- Quickly gather all students in or around your classroom and bring them inside
- REMAIN CALM
- LOCK the DOORS
- Do NOT allow anyone inside the classroom
- Turn off all lights
- Close all shades and make sure windows are shut and locked
- Move students to any area AWAY from the doors and windows
- Remain silent
- Teachers should gather attendance information as well as Green and Red placards located in their classroom
- Once all students are safe and room is secure, teachers shall place their placards in the windows and under the doors:
 - **GREEN PLACARD** – indicates someone is in here ~ we are OK
 - **RED PLACARD** – indicates someone is in here ~ someone is hurt
 - **NO PLACARD** – means the intruder is in here

**REMAIN IN THIS ENVIRONMENT UNTIL SOMEONE PHYSICALLY OPENS YOUR
DOOR AND GIVES YOU THE ALL CLEAR ~ IGNORE ALL ANNOUNCEMENTS AND
THE FIRE ALARM**

Crisis Notification Protocol



GOVERNING BOARD PHONE TREE

ECMCS PARENT PHONE TREE

For extremely small staffs, such as head start, special education and other educational programs, priority for assigning adults is as follows:

1. Incident Commander
2. Student Care
3. Medical (as needed)
4. Family Reunification
5. Search and Rescue Team (2-person minimum)
6. Planning/Intelligence Chief
7. Logistics Chief

Fill other assignments according to need and available staff.

Every incident should be handled using the Incident Command Structure. However, most incidents will not need for all the positions to be filled. During a “worse case” scenario such as an earthquake, all positions would be filled. Every incident, no matter how small, will have an Incident Commander.

Section: COMMAND Incident Commander

Responsibilities:

The Incident Commander (IC) is solely responsible for emergency/disaster operations and shall remain at the Command Post (CP) to observe and direct all operations. Ensure the safety of students, staff, and others on campus. Lead by example: your behavior sets tone for staff and students.

Start-up Actions:

- Obtain your personal safety equipment
- Assess type and scope of emergency
- Determine threat to human life and structures
- Implement emergency/disaster plan and hazard specific procedures
- Develop and communicate an incident action plan with objectives and a time frame to meet those objectives.
- Activate functions (assign positions) as needed
- Fill in "Incident Assignments" form
- Appoint a back-up or alternate Incident Commander

On-Going Operational Duties:

- Continue to monitor and assess total school situation
- View site map periodically for Search and Rescue progress and damage assessment information
- Check with chiefs for periodic updates
- Reassign personnel as needed
- Report (through Communications) to school district on status of students, staff, campus as needed (Site Status Report)
- Develop and communicate revised incident action plans as needed
- Begin student release when appropriate. Note: No student should be released until student accounting is complete
- Authorize release of information
- Utilize your back-up; plan and take regular breaks, 5-10 minutes/hour, relocate away from the Command Post
- Plan regular breaks for all staff and volunteers. Take care of your caregivers!!
- Release teachers as appropriate per district guidelines
- Remain on and in charge of your campus until redirected or released by the Superintendent

Closing Down:

- Authorize deactivation of sections, branches, or units when they are no longer required
- At the direction of the Superintendent, deactivate the entire emergency response. If the Fire Department or other outside agency calls an "All Clear," contact the district before taking any further action.

- Ensure that any open actions not yet completed will be taken care of after deactivation.
- Ensure the return of all equipment and reusable supplies to Logistics.
- Close out all logs. Ensure that all logs, reports, and other relevant documents are completed and provided to the Documentation Unit
- Proclaim termination of the emergency and proceed with recovery operations, if necessary

Command Post

Equipment/Supplies:

- Campus map
- Master keys
- Staff & student rosters
- Campus 2-way radios
- Emergency/Disaster Plan
- Bullhorn
- Tables and chairs (if CP is outdoors)
- Campus Emergency Planning Guidelines
- Job description clipboards
- Crisis Response Kit
- Disaster Response Forms
- Duplicate Rosters

Section: OPERATIONS

Student Care

Personnel: Classroom teachers, substitute teachers, and staff as assigned

Responsibilities:

Ensure the care and safety of all students on campus except those who are in the Medical Treatment Area.

Start-Up Actions:

- Wear identification vest, if available
- Take job description clipboard and radio
- Check with Operations Chief for situation briefing
- Assign personnel to assignments as needed
- If school is evacuating:
 - Verify that the assembly area and routes to it are safe
 - Count or observe the classrooms as they exit, to make sure that all classes evacuate.

Operational Duties:

- Monitor the safety and well-being of the students and staff in the Assembly Area.
- Take box of medications for students who may need dosing if out for an extended period of time
- Administer minor first aid as needed
- Support the Student Release process by releasing student with appropriate paperwork
- When necessary, provide water and food to students and staff
- Make arrangements to provide shelter for students and staff
- Arrange activities and keep students reassured
- Update records of the number of students and staff in the Assembly Area (or in the buildings)
- Direct all requests for information to the Public Information Officer

Closing Down:

- Return equipment and reusable supplies to Logistics
- When authorized by Incident Commander, close out all logs. Provide logs and other relevant documents to the Documentation Unit

Equipment/Supplies:

- Campus 2-way radio, if available
- Clipboard with job description
- Forms: Student Accounting
Notice of First Aid Care

Section: OPERATIONS

Medical Team Director

Responsibilities:

The Medical Team Leader is responsible for the provision of emergency medical response, first aid, and counseling. Informs Principal when the situation requires health or medical services that staff cannot provide. Ensure the care and safety of all students on campus.

Start-Up Actions:

- Establish scope of disaster with Incident Commander and determine probability of outside emergency medical support and transport needs
- Make personnel assignments. If possible, assign a minimum of two people to Triage, two to Immediate, two to Delayed, and two to Psychological
- Set up first aid area in a safe place, away from students and parents, with access to emergency vehicles. Obtain equipment/supplies from the container
- Assess available inventory of supplies and equipment
- Review safety procedures and assignments with personnel
- Establish “immediate” and “delayed” treatment areas
- Set up separate Psychological First Aid area if staff levels are sufficient

Operational Duties:

- Oversee care, treatment, and assessment of patients
- Ensure caregiver and rescuer safety (Latex gloves for protection from body fluids; replace with new gloves for each new patient)
- Make sure that accurate records are kept
- Provide personnel response for injuries in remote locations or request Transport Team from Logistics
- If needed, request additional personnel from Logistics
- Brief newly assigned personnel
- Report deaths immediately to Operations Chief
- Keep Operations Chief informed of overall status
- Set up morgue, if necessary, in cool, isolated, secure area; follow guidelines
- Stay alert for communicable diseases and isolate appropriately
- Consult with Student Care Director regarding health care, medications, and meals for students with known medical conditions (diabetes, asthma, etc.)

Closing Down:

- At the Incident Commander's direction, release Medical staff no longer needed. Direct staff members to sign out through Timekeeping.
- Return equipment and reusable supplies to Logistics.
- When authorized by Incident Commander, deactivate the section and close out all logs. Provide logs and other relevant documents to the Documentation Unit.

Equipment/Supplies:

- First Aid Supplies
- Job description clipboards
- Tables & chairs
- Staff and student medication from health office
- Marking pens
- Forms: Notice of First Aid Care
 Medical Treatment Victim Log

Section: OPERATIONS Medical Team

Personnel: First-aid trained staff and volunteers

Responsibilities: Use approved safety equipment and techniques

Start-Up Actions:

- Obtain and wear personal safety equipment including latex gloves
- Check with Medical Team Leader for assignment

Operational Duties:

- Administer appropriate first aid
- **Keep accurate records of care given**
- Continue to assess victims at regular intervals
- Report deaths immediately to Medical Team Leader
- If and when transport is available, do final assessment and document on triage tag. Keep and file records for reference – do not send with victim
- Student's Emergency Card must accompany student removed from campus to receive advanced medical attention. Send emergency out-of-area phone number if available

Triage Entry Area:

- Staffed with minimum of 2 trained team members, if possible.
 - One member confirms triage tag category (red, yellow, green) and directs to proper treatment area. Should take 30 seconds to assess – no treatment takes place here. Assess if not tagged.
 - Second team member logs victims' names on form and sends forms to Command Post as completed

Treatment Areas ("Immediate" and "Delayed")

- Staff with minimum of 2 team members per area, if possible
- One member completes secondary head-to-toe assessment
- Second member records information on triage tag and on-site treatment records
- Follow categories: Immediate, Delayed, Dead
- When using 2-way radio, do not use names of injured or dead

Closing Down:

- Return equipment and unused supplies to Logistics
- Clean up first aid area. Dispose of hazardous waste safely.
- Complete all paperwork and turn in to the Documentation Unit

Equipment/Supplies:

- First Aid Supplies
- Job Description Clipboards
- Staff and student medication
- Table and chairs
- Marking pens
- Forms: Notice of First Aid Care
 Medical Treatment Victim Log

Section: OPERATIONS

Family Reunification

Personnel:

School Secretary, available staff and disaster volunteers. Use buddy system. Student Release process is supported by student runners.

Responsibilities:

Assure the reunification of students with their parents or authorized adult through separate Request and Release points

Start-Up Actions:

- Obtain and wear vest or position identifier, if available
- Check with Operations Chief for assignment to Family Reunification Center
- Obtain necessary equipment and forms from Logistics
- Secure area against unauthorized access. Mark points with signs
- Set up Request Point. Use alphabetical grouping signs to organize parent requests.
- Have Student Release Forms available for parents at Request Point. Assign volunteers to assist
- Set up Release Point some distance from Request Point.

Operational Duties:

- Follow procedures outlined below to ensure safe reunification of students with their parents or guardians
- Refer all requests for information to the **Public Information Officer. Do not spread rumors!**
- If volunteers arrive to help, send those with Disaster Volunteer badges with photo I.D. to Logistics. If they are not registered (do not have badges), deny access.

Procedures:

- Requesting adult fills out Student Release Form, gives it to staff member and shows identification.
- Staff verifies identification, pulls Emergency Card from file, and verifies that the requester is listed on the card.
- Once signed out, place the Emergency Card in an out box to keep track of released students
- Send a runner with the Student Release Form to the Assembly Area to retrieve the student from their class
- Release Point will keep and file all Student Release Forms
- If a parent refuses to wait in line, don't argue. Note time with appropriate comments on the Emergency card and notify Law Enforcement

If a student is with the class:

- Runner shows Student Release Form to the teacher
- Teacher marks box, "Sent with Runner"
- If appropriate, teacher sends parent copy of first aid form with the runner
- Runner walks student(s) to Release Point
- Runner hands paperwork to release personnel
- Release staff - match student(s) to requester, verify proof of identification, ask requester to fill out and sign the lower portion of Student Release Form, and release student. Parents are given the Notice of First Aid Care Given, if applicable.

If a student is not with the class:

- Teacher makes appropriate notation on Student Release Form:
 - **"Absent"** if student was never in school that day
 - **"First Aid"** if student is in Medical Treatment Area
 - **"Missing"** if student was in school but now cannot be located.
- Runner takes Student Release Form to Command Post
- Command Post verifies student location if known and directs runner accordingly
- If runner is retrieving multiple students and one or more are missing, walk available students to Release Point before returning "Missing" forms to Command Post for verification
- Parent should be notified of missing student status and escorted to Crisis Counselor
- If student is in First Aid, parent should be escorted to Medical Treatment Area
- If student was marked absent, parent will be notified by staff member.

Closing Down:

- At the direction of the Operations Chief, return equipment and unused supplies to Logistics
- Complete all paperwork and turn into the Documentation Unit.

Equipment/Supplies:

- Job description clipboards
- Pens, stapler
- Box(es) of Emergency Cards
- Signs to mark Parent Request Point and Release Point
- Signs for alphabetical grouping to organize parents (A-F, etc.)
- Empty file boxes to use as "Out" boxes
- Student Release Form (copies for every student)

Section: OPERATIONS

Search and Rescue Director

Safety Rules:

Buddy System: Minimum of 2 persons per team.

Take no action that might endanger you. Do not work beyond your expertise.

Use appropriate safety gear. Size up the situation first. **Follow all operational and safety procedures.**

Start-Up Actions:

- Obtain all necessary equipment from container. See list below.
- Obtain briefing from Operations Chief, noting known fires, injuries, or other situations requiring response
- Assign teams based on available manpower, minimum 2 per team.

Operational Duties:

- Perform visual check of outfitted team leaving Command Post; include radio check
- Record names and assignments before deploying teams
- Dispatch teams to known hazards or situations first, then to search the campus using specific planned routes. Send a specific map assignment with each team
- Remain at Command Post (CP) in radio contact with Search & Rescue Teams
- Record all teams' progress and reports on site map, keeping others at Command Post informed of problems. When a room is reported clear, mark a "C" on the map.
- If injured students are located, consult Operations Chief for response. Utilize Transport teams, or send a First Aid Team.
- Record exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead) on map.
- Keep radio communication brief and simple. No codes.*

Closing Down:

- Record the return of each Search & Rescue Team. Direct them to return equipment and report for additional assignment to Logistics.
- Provide maps and logs to the Documentation Unit.

Equipment/Supplies:

- Master Keys – teams carry; campus 2-way radio, if available; and clipboard with job description and map indicating search plan.

* Remember: If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.

Section: OPERATIONS

Search and Rescue Teams

Safety Rules:

Buddy system: Minimum of 2 persons per team

Take no action that might endanger you. Do not work beyond your expertise.

Use appropriate safety gear. Size up the situation first. **Follow all operational and safety procedures.**

Start-up Actions: Check at Command Post (CP) for assignment.

Operational Duties:

- Report gas leaks, fires, or structural damage to Command Post immediately upon discovery. Shut off gas or extinguish fires if possible.
- Before entering a building, inspect complete exterior or building. Report structural damage to team leader. Use yellow caution tape to barricade hazardous areas. Do not enter severely damaged buildings.
- If building is safe to enter, search assigned area (following map) using orderly pattern. Check all rooms. Use chalk or grease pencil to mark slash on door when entering room. Check under desks and tables. Search visually and vocally. Listen. When leaving each room, close slash to form "X" on door. Report by radio to Command Post that room has been cleared (ex. "Room A123 is clear.")*
- When injured victim is located, team transmits location, number, and condition of injured to Command Post. Do not use names of students or staff. Follow directions from Command Post
- Record exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead) on map and report information to Command Post
- Keep radio communication brief and simple. No codes.*

Closing Down:

- Return equipment to Logistics. Provide maps and logs to the Documentation Unit.

Equipment/Supplies:

- Master Keys – teams carry; campus 2-way radio, if available; and clipboard with job description and map indicating search plan, chalk/grease pencil to mark doors.

* Remember: If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.

Section: PLANNING/INTELLIGENCE

Planning/Intelligence Chief

Responsibilities:

This section is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintain accurate records and site map. Provide ongoing analysis of situation and resource status.

Start-up Actions:

- Check in with Incident Commander (IC) for situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on position identifier, such as vest, if available.

Operational Duties:

- Assume the duties of all Planning/Intelligence positions until staff is available and assigned.
- As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- Assist Incident Commander in writing Action Plans.

Closing Down:

- At the Incident Commander's direction, deactivate the section and close out all logs.
- Verify that closing tasks of all Planning/Intelligence positions have been accomplished
- Return equipment and reusable supplies to Logistics

Equipment/Supplies:

- 2-way radio, if available
- File box(es)
- Paper, pens
- Job description clipboard
- Forms:
 - Emergency Tim/Situation Report
 - Sample Log
 - Student Accounting Form

Section: LOGISTICS

Logistics Chief

Responsibilities:

The Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.

Start-up Actions:

- Check in with Incident Commander (IC) for situation briefing.
- Put on position identifier, such as vest, if available.
- Begin distribution of supplies and equipment as needed.
- Ensure that the Command Post and other facilities are set up as needed.

Operational Duties:

- **Assume the duties of all Logistics positions until staff is available and assigned.**
- As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklist.
- Coordinate supplies, equipment, and personnel needs with the Incident Commander.

Closing Down:

- At the Incident Commander's direction, deactivate the section and close out all logs.
- Verify that closing tasks of all Logistics positions have been accomplished. Secure all equipment and supplies.

Equipment/Supplies:

- 2-way radio, if available
- Job description clipboard
- Paper, pens
- Clipboards with volunteer sign-in sheets
- Forms:
 - Inventory of emergency supplies on campus
 - Site Status Report
 - Communications
 - Message Forms

ACCIDENT/ SERIOUS ILLNESS/ INJURY

Definition: Emergency where one or many are sick or injured. Immediate concern is to aid the injured or sick student(s).

Steps of Action:

1. Contact office personnel and stay with sick/injured person.
2. Office will contact parent and/or emergency services.
3. Use of first aid certified staff as appropriate.

Roles:

Teacher and/or Office Personnel:

- Supervise care of injured or sick person(s).

Office Personnel:

- Contact emergency services and parents.
- Aid teacher(s) with injured.
- Attend to any building mechanical problems.

Teacher:

- Stay with students, assess first aid needs, take roll, and contact office.
- Complete accident report and copy office.

EXPOSURE INCIDENT

Definition:

A specific eye, mouth, other mucous membrane, non-intact skin, or potential contact with blood or other potentially infectious materials that results from the performance of an employee's duties, as determined by a licensed physician.

THE INCIDENT COMMANDER OR DESIGNEE WILL:

- A. Ensure that the employee receives first aid from first responder for the school.
- B. Complete an Accident/Injury Report ~ copy to student file, parent, nurse and Principal.
- C. Complete a Workers Compensation Form (found in Safe Schools Reference Guide) and file form in employee file following Worker's Compensation protocol.
- D. Complete a First Report of Injury (Worker's Compensation Form 12A) and fax to the Worker's Compensation Office at 745-7149.

CHARLESTON COUNTY SCHOOL DISTRICT ACCIDENT/INJURY REPORT

School or Location Name	Date of Accident	Time of Accident	Date of Report	Injured Party Was:
				<input type="checkbox"/> Employee <input type="checkbox"/> Other

Name of Injured Party: _____

Circle all that apply: **Male** **Female** **Student** **Employee** **Visitor**

 Name of Parent/Guardian Home Phone # Work Phone #

Who was notified? (Circle) Parent/Guardian Other (name & relationship): _____
 By Whom? _____ Time: _____

Injured party was taken (Circle): Home Physician Dentist Hospital Back to Class
 By Whom? _____ Time: _____

Nature of Accident (circle)			Part of Body Injured (Circle all)					Place of Accident (circle)		
Abrasion	Convulsion	Laceration	Abdomen	Chest	Face	Hand*	Wrist*	Bus	Playground	Other
Bruise	Dislocation	Puncture	Ankle*	Ear*	Finger	Knee*	*Left	Classroom	Rest Room	
Burn	Fracture	Other	Arm*	Elbow*	Foot*	Leg*	*Right	Hallway	Lunchroom	
Contusion	Dental		Back	Eye*	Head	Teeth	*Both	P.E.		

Describe Incident or Accident: _____

Injury: _____

Was First Aid Administered? (Circle) Yes No If yes, by whom: _____
 Describe First Aid Given: _____

For Employees with Potential Exposure Incident:

1. Was blood or body fluid present? (Circle) Yes No
2. If yes, fax copy of this form to 937-6524 and send employee to Worksite Partners immediately following Worker's Compensation Protocol.
3. If exposed to blood or body fluids, identify source: _____
4. Was personal protective equipment used? (Circle) Yes No
5. Has employee had Hepatitis B vaccine? (circle) Yes No If yes, give dates of vaccine:
 #1 _____ #2 _____ #3 _____

 Signature of Person Preparing Report

 Signature of Principal

All Sections of this Report MUST be completed

WORKERS COMPENSATION – FIRST REPORT OF INJURY OR ILLNESS					
Employer Name & Address; East Cooper Montessori Charter School 250 Ponsbury Road Mount Pleasant, SC 29464 Phone: 843-216-2882		Carrier/Administration Claim Number		Report Purpose Code	
		Jurisdiction		Jurisdiction Claim Number	
		Insured Report Number			
SIC CODE 2811	Employer FEIN 57-600322	Employer's Location Address		Location # Phone #	
CARRIER/CLAIMS ADMINISTRATOR:					
Carrier (Name, Address & Phone #)		POLICY PERIOD TO		Claims Administrator (Name, Address)	
Carrier's FEIN		Policy/Self-Insured Number		Administrator FEIN	
Agent Name & Code Number					
EMPLOYEE WAGE:					
Name (Last, First, Middle)	Date of Birth	Social Security Number	Date Hired	State of Hire	
Address (Incl. Zip)	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown	Marital Status <input type="checkbox"/> Unmarried / Single / Divorced <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unknown	Occupation/Job Title		
	Employment Status				
Phone	# Dependents		NCCI Class Code		
Rate Per	<input type="checkbox"/> Day <input type="checkbox"/> Month <input type="checkbox"/> Week <input type="checkbox"/> Other	# Days Worked/Week	Full Pay for Day of Injury <input type="checkbox"/> Yes <input type="checkbox"/> No Did Salary Continue? <input type="checkbox"/> Yes <input type="checkbox"/> No		
OCCURRENCE/TREATMENT					
Time Empl Began Work <input type="checkbox"/> _____ AM <input type="checkbox"/> _____ PM	Date of Injury/Illness	Time of Occurrence <input type="checkbox"/> _____ AM <input type="checkbox"/> _____ PM	Last Work Date	Date Employ Notified	Date Disability Began
Contact Name/Phone Number		Type of Injury/Illness	Part of Body Affected		
Did Illness/Injury Occur on Employer's Premises?		Injury/Illness Code	Part of Body Affected Code		
Department/Location where accident/illness/exposure occurred			All equipment, materials, or chemicals employee was using when accident, illness or exposure occurred.		
Specific activity the employee was engaged in when the accident or illness/exposure occurred			Work process the employee was engaged in when accident or illness/exposure occurred		
How injury or illness/abnormal health condition occurred. Describe the sequence of events and include any objects or substances that directly injured the employee or made the employee ill.					
Date Returned to Work	If Fatal, Date of Death	Were safeguards of safety equipment provided? <input type="checkbox"/> Yes <input type="checkbox"/> No Were they used? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Physician/Health Care Provider Name & Address			Hospital Name & Address		<input type="checkbox"/> No Medical Treatment <input type="checkbox"/> Minor by Employer <input type="checkbox"/> Minor Clinic/Hosp <input type="checkbox"/> Emergency Care <input type="checkbox"/> Hospitalized-24 hrs <input type="checkbox"/> Future Major Medical
Witness(es) Name & Phone Number:					
Date Administrator Notified:	Date Prepared	Preparer's Name & Title		Phone Number	

EMPLOYER'S INSTRUCTIONS for WORKER'S COMP FORM

DO NOT ENTER DATA IN SHADED FIELDS

DATES: Enter all dates in MM/DD/YY format.

SIC CODE: This is the code which represents the nature of the employer's business which is contained in the Standard Industrial Classification Manual published by the Federal Office of Management and Budget.

CARRIER: The licensed business entity issuing a contract of insurance and assuming financial responsibility on behalf of the employer of the claimant.

CLAIMS ADMINISTRATOR: Enter the name of the carrier, third party administrator, state fund, or self-insured responsible for administering the claim.

AGENT NAME & CODE NUMBER: Enter the name of your insurance agent and his/her code number if known. This information can be found on your insurance policy.

OCCUPATION/JOB TITLE: This is the primary occupation of the claimant at the time of the accident or exposure.

EMPLOYMENT STATUS: Indicate the employee's work status. The valid choices are:

Full-Time	On Strike	Unknown	Volunteer
Part-Time	Disabled	Apprenticeship F/T	Seasonal
Not Employed	Retired	Apprenticeship P/T	Piece Worker

DATE DISABILITY BEGAN: The first date on which the claimant originally lost time from work due to the occupation injury or disease or as otherwise deigned by statute.

CONTACT NAME/PHONE NUMBER: Enter the name of the individual at the employer's premises to be contacted for additional information.

TYPE OF INJURY/ILLNESS: Briefly describe the nature of the injury or illness (e.g. Lacerations to the forearm).

PART OF BODY AFFECTED: Indicate the part of body affected by the injury/illness (e.g. Right forearm, Lower back).

DEPARTMENT OR LOCATION WHERE ACCIDENT OR ILLNESS OCCURRED: (e.g. Maintenance Department or Client's office at 452 Monroe St., Washington, SC 26210).

If the accident or illness exposure did not occur on the employer's premises, enter address of location. Be specific.

ALL EQUIPMENT, MATERIAL OR CHEMICALS EMPLOYEE WAS USING WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED: (e.g. Acetylene cutting torch, metal plate).

List all of the equipment, materials, and/or chemicals the employee was using, applying, handling or operating when the injury or illness occurred. Be specific, for example; decorator's scaffolding, electric sander, paintbrush and paint.

Enter "NA" for not applicable if no equipment, materials, or chemicals were being used. NOTE: The items listed do not have to be directly involved in the employee's injury or illness.

SPECIFIC ACTIVITY THE EMPLOYEE WAS ENGAGED IN WHEN THE ACCIDENT OR ILLNESS EXPOSURE OCCURRED: (e.g. Cutting metal plate for flooring).

Describe the specific activity the employee was engaged in when the accident or illness exposure occurred, such as sanding ceiling woodwork in preparation for painting.

WORK PROCESS THE EMPLOYEE WAS ENGAGED IN WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED: Describe the work process the employee was engaged in when the accident or illness exposure occurred, such as building maintenance. Enter "NA" for not applicable if employee was not engaged in a work process (e.g. walking along a hallway).

HOW INJURY OR ILLNESS/ABNORMAL HEALTH CONDITION OCCURRED. DESCRIBE THE SEQUENCE OF EVENTS AND INCLUDE ANY OBJECTS OR SUBSTANCES THAT DIRECTLY INJURED THE EMPLOYEE OR MADE THE EMPLOYEE ILL: (Worker stepped back to inspect work and slipped on some scrap metal. As worker fell, worker brushed against the hot metal),

Describe how the injury or illness/abnormal health condition occurred. Include the sequence of events and name any objects or substance that directly injured the employee or made the employee ill. For example: Worker stepped to the edge of the scaffolding to inspect work, lost balance and fell six feet to the floor. The worker's right wrist was broken in the fall.

DATE RETURN(ED) TO WORK: Enter the date following the most recent disability period on which the employee returned to work.

ENVIRONMENTAL EMERGENCIES

Definition:

Each school is unique in its design and surroundings. Therefore, it is necessary to acknowledge these unique risks. Each school must identify the risks that are unique to their school and write the response plan for that risk. If there are any additional risks that are associated with your school that cannot be addressed by one of the other responses (hazard material, fire, etc.) then list, and write an appropriate response for those risks.

CRIME REPORTING

Definition: Any incident that is against the law in which at least one party is a victim.

THE INCIDENT COMMANDER OR DESIGNEE WILL:

- A. Call Law Enforcement at 884-4176
- B. If necessary, call 911 for medical needs
- C. Establish Command Post
- D. Administer first aid, if needed
- E. Activate Crisis Protocol, if necessary
- F. Contact parents/guardians in cooperation with Law Enforcement
- G. Complete CCSD School Crime Incident Report located in the Safe Schools Reference Guide and submit to Faculty Security and Emergency Preparedness at fax number 308-4695, if applicable. See next page for submittal guidelines.

Medical Team will:

- A. Determine injuries and provide first aid, if necessary
- B. Be responsible for administering CPR if needed
- C. If students are injured, notify parents
- D. If adults are injured, notify an appropriate family member

Facility Security Team will:

- A. Isolate Witnesses
- B. Preserve Crime Scene

All crimes should be reported to Law Enforcement. There are only seven incidents that require a School Crime Incident Report to be filled out and submitted to the Office of Facility Security and Emergency Preparedness:

Campus Security and Emergency Preparedness

[Jeff Scott](#), Director

75 Calhoun Street N. Charleston, SC 29405

TEL: (843) 308-6580 FAX: (843) 308-4695

These seven incidents are:

- Aggravated Assault (an injury must take place or weapon used)
- Drug Distribution (this does not include possession)
- Forcible Sex Offense
- Homicide
- Kidnapping/Abduction
- Robbery
- Weapon Offense (this does not include fake/toy weapons or weapons other than firearm in a vehicle)

CCSD SCHOOL CRIME INCIDENT REPORT

**FAX TO: SAFE SCHOOLS (308-4695) AND YOUR CONSTITUENT DISTRICT
ASSOCIATE SUPERINTENDENT**

NAME OF SCHOOL:	REPORT COMPLETED BY: DATE OF INCIDENT:
BEDS CODE NUMBER:	
NAME OF STUDENT(S):	STUDENT(S) SASI ID NUMBER:

INCIDENT	<u>PERSISTENTLY DANGEROUS SCHOOL OFFENSES ONLY</u> (Circle only one)
	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> 510 <u>Aggravated Assault</u> 570 <u>Drug Distribution</u> 610 <u>Sex Offense, forcible</u> 640 <u>Homicide</u> 660 <u>Kidnapping/Abduction</u> </div> <div style="width: 48%;"> 730 <u>Robbery</u> 780 <u>Weapons (Other than 781,782,783)</u> 781 <u>Weapons Type 1 (Handguns)</u> 782 <u>Weapons Type 2 (Rifles/Shotguns)</u> 783 <u>Weapons Type 3 (Other firearms)</u> </div> </div>
	DESCRIPTION OF INCIDENT _____ _____ _____ _____ _____ _____ _____
	<div style="display: flex; justify-content: space-between;"> WERE POLICE NOTIFIED? LAW ENFORCEMENT AGENCY L.E. CASE NUMBER </div>
	TIME INCIDENT OCCURRED: <div style="display: flex; justify-content: space-between;"> _____ During School Day _____ After School (3-6PM) _____ Weekend _____ Before School (6-8 AM) </div> <div style="display: flex; justify-content: space-between;"> _____ School Night (6PM-6AM) _____ Vacation/Holiday </div>
	WHERE INCIDENT OCCURRED (Check all that apply) <div style="display: flex; justify-content: space-between;"> _____ Classroom (include portables) _____ Other Areas Inside _____ On School Grounds _____ Cafeteria </div> <div style="display: flex; justify-content: space-between;"> _____ School Building _____ On School Bus _____ Restroom (with entrance door) _____ Off-Campus </div> <div style="display: flex; justify-content: space-between;"> _____ Other Activity _____ Restroom (without entrance door) _____ School-Sponsored </div>
PERPETRATOR	PERPETRATORS/OFFENDER(S) DESCRIPTIVE INFORMATION: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> _____ No Perpetrators Identified _____ Male/Other _____ Female/Other _____ Male/Black </div> <div style="display: flex; justify-content: space-between;"> _____ Female/Black _____ Male/White _____ Female/White </div> <p style="margin-top: 10px;">Be sure to supply an age for each perpetrator even if the age is the same for more than one perpetrator.</p> <p>AGE(S) OF PERPETRATORS: _____</p> <p>THE PERPETRATOR(S) IS (ARE): (Indicate number in each category)</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;"> _____ Student At School Where Incident Occurred _____ Student At Another School _____ Instructional Employee (teacher, librarian, guidance Counselor, etc.) _____ Suspended/Expelled Student From Another School </div> <div style="width: 30%;"> _____ Support Employee (aide, clerk, janitor, etc.) _____ Parent/Guardian _____ Administrative Employee (Principal, Assistant, etc.) </div> <div style="width: 30%;"> _____ Non-Student: Juvenile Of the perpetrators listed above, how many were special _____ Suspended/Expelled Student From School Of Incident _____ Non-Student: Adult </div> </div>

VICTIM	VICTIM DESCRIPTION INFORMATION <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> No Victim Identified <input type="checkbox"/> Male/Black <input type="checkbox"/> Female/White </div> <div> <input type="checkbox"/> Male Other <input type="checkbox"/> Female/Black <input type="checkbox"/> Male/White </div> <div> <input type="checkbox"/> Female Other <input type="checkbox"/> Male/White </div> </div> <p>Be sure to supply an age for <u>each</u> victim even if the age is the same for more than one victim.</p> <p>AGE(S) OF VICTIM: _____</p> <p>THE VICTIM(S) IS (ARE): (Indicate number in each category)</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Student At School Where Incident Occurred <input type="checkbox"/> Student At Another School <input type="checkbox"/> Instructional Employee (teacher, librarian, guidance Counselor, etc.) <input type="checkbox"/> Administrative Employee (Principal, Assistant, etc.) </div> <div> <input type="checkbox"/> Support Employee (aide, clerk, janitor, etc.) <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Suspended/Expelled Student From School Of Incident <input type="checkbox"/> Suspended/Expelled Student From Another School <input type="checkbox"/> Non-Student: Adult </div> <div> <input type="checkbox"/> Non-Student: Juvenile <input type="checkbox"/> Of the perpetrators listed above, how many were special </div> </div>
WEAPON	WEAPON What, if any, weapon(s) was (were) involved in the incident? (Check all that apply) <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> No Weapon Involved <input type="checkbox"/> Unknown Weapon <input type="checkbox"/> Blunt Object <input type="checkbox"/> Explosive <input type="checkbox"/> Handgun </div> <div> <input type="checkbox"/> Other Firearm <input type="checkbox"/> Hands/Feet <input type="checkbox"/> Knife or Other Sharp object <input type="checkbox"/> Metal Knuckles <input type="checkbox"/> Rock/Brick/Stone </div> <div> <input type="checkbox"/> Rope/Chain <input type="checkbox"/> Other (Specify) _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ </div> </div>
COST	COST Please approximate the cost of the victim and/or the school. (These costs would include hospitalization or emergency room costs in the event of bodily injury, replacement costs of stolen or vandalized items or property, etc.) Exclude long-term costs such as trauma counseling. <div style="display: flex; justify-content: space-between;"> <div> <p><u>Cost to Victim</u></p> <input type="checkbox"/> No Cost to Victim(s) <input type="checkbox"/> Cost to Victims(s) Of: \$1-\$99 <input type="checkbox"/> \$100-\$499 <input type="checkbox"/> \$500-\$999 <input type="checkbox"/> Over \$1,000* <input type="checkbox"/> Sum Total of All "Over \$1,000" Costs <input type="checkbox"/> Unknown Cost to Victim(s) <input type="checkbox"/> No Victim(s) <p>*Exact Amount Must be Given in Blank</p> </div> <div> <p><u>Cost to School</u></p> <input type="checkbox"/> No Cost to School <input type="checkbox"/> Total Cost to School Of: \$1-\$99 <input type="checkbox"/> \$100-\$400 <input type="checkbox"/> \$500-\$999 <input type="checkbox"/> Over \$1,000* <input type="checkbox"/> Sum Total of All "Over \$1000" Costs <input type="checkbox"/> Unknown Cost To Schools </div> </div>
ACTION	ACTION TAKEN BY THE SCHOOL ADMINISTRATION (CHECK ALL THAT APPLY) <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Notified Local Law Enforcement Agency <input type="checkbox"/> Notified District Administration Or Security Personnel <input type="checkbox"/> Notified Local Fire Marshal/Fire Department <input type="checkbox"/> Notified Parent/Guardian </div> <div> <input type="checkbox"/> Improved School Security Procedures <input type="checkbox"/> Made Counseling Available At School <input type="checkbox"/> Recommended Professional Counseling (hospital, clinic, etc.) </div> <div> <input type="checkbox"/> Made Use of Hospital Facilities For Injuries <input type="checkbox"/> Began Suspension Procedure <input type="checkbox"/> Began Expulsion Procedure <input type="checkbox"/> Other _____ </div> </div>
CERTIFICATION	<p>CERTIFICATION I CERTIFY THAT THE INFORMATION CONTAINED IN THIS INCIDENT REPORT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.</p> <p style="text-align: right;">_____ Signature of the Principal</p>

Unsafe School Options Definitions

AGGRAVATED ASSAULT: An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. This category includes attempted murder.

A weapon can be a commonly known weapon, such as a gun or knife, or any other item which, although usually not thought of as a weapon, becomes one when used in a manner that could cause severe bodily injury (for example: baseball bat, metal chain, large stick). A “severe laceration” is one that should receive medical attention. A “loss of consciousness” must be the direct result of force inflicted on the victim by the offender.

DRUG DISTRIBUTION: Except as so authorized by state law, it is unlawful for any person (1) to manufacture, distribute, dispense, deliver, or purchase, or aid, abet, attempt or conspire to manufacture, distribute, dispense, deliver or purchase, or possess with intent to manufacture, distribute, dispense, deliver, or purchase a controlled substance; (2) to create, dispense, distribute, deliver, or purchase, or aid, abet, attempt or conspire to create, distribute, dispense, deliver or purchase or possess with intent to distribute, dispense, deliver or purchase a counterfeit substance.

HOMICIDE: The killing of one human being by another. Do not include vehicular manslaughter or attempted murder.

KIDNAPPING/ABDUCTION: The unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian. This category includes hostage taking.

ROBBERY: The taking, or attempting to take, anything of value **under confrontational circumstances** from the control, custody, or care of another person by force or threat of force or violence and/or putting the victim in fear of immediate harm. Because some type of assault is an element of the crime of robbery, an assault should not be reported as a separate crime if it is performed in furtherance of the robbery. If an injury occurring during a robbery results in death, the crime should be listed as a homicide.

SEX OFFENSES, FORCIBLE: Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent. This definition includes forcible rape, forcible sodomy, sexual assault with an object (to use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will, or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity, and/or forcible fondling (child molesting)).

WEAPONS OFFENSES: The violation of laws prohibiting any person, except law enforcement officers or personnel authorized by school officials, to carry on his person, while on any elementary or secondary school property, a knife with a blade over two inches long, a blackjack, a metal pipe or pole, firearms, or any other type of weapon, device, or object which may be used to inflict bodily injury or death. This category also includes carrying, in a concealed manner, a dirk, slingshot, metal knuckles, razor, or other deadly weapon usually used for the infliction of personal injury.

OTHER OFFENSES (CRIMINAL): Any other offense committed on school property, on school buses, or at school-sponsored events not covered in the offenses above.

Type 0 is for weapons other than handguns

Type 1 is for handguns

Type 2 is for rifles/shotguns

Type 3 is for other firearms

INTRUDER

(Unauthorized/Unruly Visitor on Campus)

Definition:

Unauthorized person(s) on premises, who may pose a substantial risk to the safety and well-being of students and staff. Additionally, unauthorized persons may disrupt the proper instructional environment at the school.

THE INCIDENT COMMANDER OR DESIGNEE WILL:

1. Call 911 and provide the following:
 - a. School name and address
 - b. Location of unauthorized visitor
 - c. Description of suspect to include vehicle
2. Activate Crisis Protocol
3. Monitor suspect at all times while he/she is on campus if safe to do so
4. Politely ask suspect to leave campus or come to the office if appropriate.
5. If the suspect confronts school staff or becomes unruly, take the following precautions:
 - a. Make a second call to 911
 - b. Remain Calm
 - c. Again ask the suspect to leave
 - d. Have the suspect arrested or placed on Trespass Notice from the school, if warranted
6. If appropriate, send a letter to the individual stating facts and circumstances of incident, the violation of state law, local ordinance, and Board Policy, and your intent to take appropriate action to ensure a safe and secure learning environment that is free from disruption.
7. If a letter is written to the individual, a copy should be forwarded to the Associate Superintendent

SITE FACILITY/SECURITY TEAM WILL:

1. Secure exit doors
2. Make sure halls are clear of students/staff
3. Be prepared to seek protection in a nearby room if intruder approaches and is visibly armed with a weapon
4. Monitor location of intruder if it can be done safely and report that location to Site Administrator/Police.

TEACHERS WILL:

1. Check the immediate area around the classroom: bring in any students found; lock the door and note the number of students in the room
2. Allow no one to leave the room
3. Turn off the lights, and make sure that windows are clear and are not covered
4. Keep students calm and quiet
5. Use emergency communication (intercom, radio, call button, etc.) only if the intruder is trying to enter classroom
6. Turn on computer for emergency information via e-mail.

SUICIDE PREVENTION PROTOCOL CHARLESTON COUNTY SCHOOL DISTRICT

Student's Name: _____ School: _____
Grade/class: _____ Date: _____ Time: _____

LEVEL ONE: Suggested Low Level Risk Guidelines

Screening Indications	<ol style="list-style-type: none"> 1. ____ Student is not seriously considering suicide <i>(Child is saying "I wish I'd never been born" etc.)</i> 2. ____ Student denies having a plan 3. ____ Student has not attempted suicide in the past 4. ____ Student seems to be suffering a brief, reactive episode in response to defined situational stressors <i>(failing test, breaking up with partner)</i> 5. ____ Student's suicidal thought is brief and fleeting <i>("Sometimes I think I should just kill myself")</i> 6. ____ Student is open and willing to work on the stressors/problems (IF NOT) <i>(Wants to talk about issue, crisis resolved)</i> 7. ____ Student does not have a friend or family member who has attempted/completed suicide recently? 	→
↓	* Parent Contact made . . . Have child present	↓
Action	<ol style="list-style-type: none"> 8. ____ Negotiate A Parent Contact <i>(address student's resistance and possible fears)</i> <i>(reassure parents that this is an area of concern that needs to be monitored, not a suicidal emergency)</i> 9. ____ Arrange follow-up session within 24 hours 	→
Follow-up	<ol style="list-style-type: none"> 10. ____ Inform principal of student's condition, action taken 11. ____ Document facts, actions, etc. <i>(Documentation may include the use of this format as a checklist)</i> 12. ____ Monitor for 30 days 13. ____ If student shows signs of deterioration, intervene immediately and contact parents (IF) 	→

Immediate Parent Contact and Conference

(N/A) on questions that do not apply
LEVEL TWO:
Suggested Mid-Level Risk Guidelines

Screening Indications

1. ____ **Student has some intent to self harm**
(Letters, pictures, comments, peer reports or self-report.)
2. ____ **Student has a plan**
(Child has chosen specific methods of suicide)
3. ____ **Student does not have access to method**
(Pills, gun, knife, etc., not available)
4. ____ **Student shows some willingness to accept help**
(Child agrees to accept help from appropriate school personnel)
5. ____ **Student has a prior history**
(Previous attempts by students, family or close friend)
6. ____ **Student has high stress, low coping, low supports, allied behaviors**
(such as the following: Previous psychiatric hospitalizations, history of major depression, concerns about substance abuse)

↓

↓

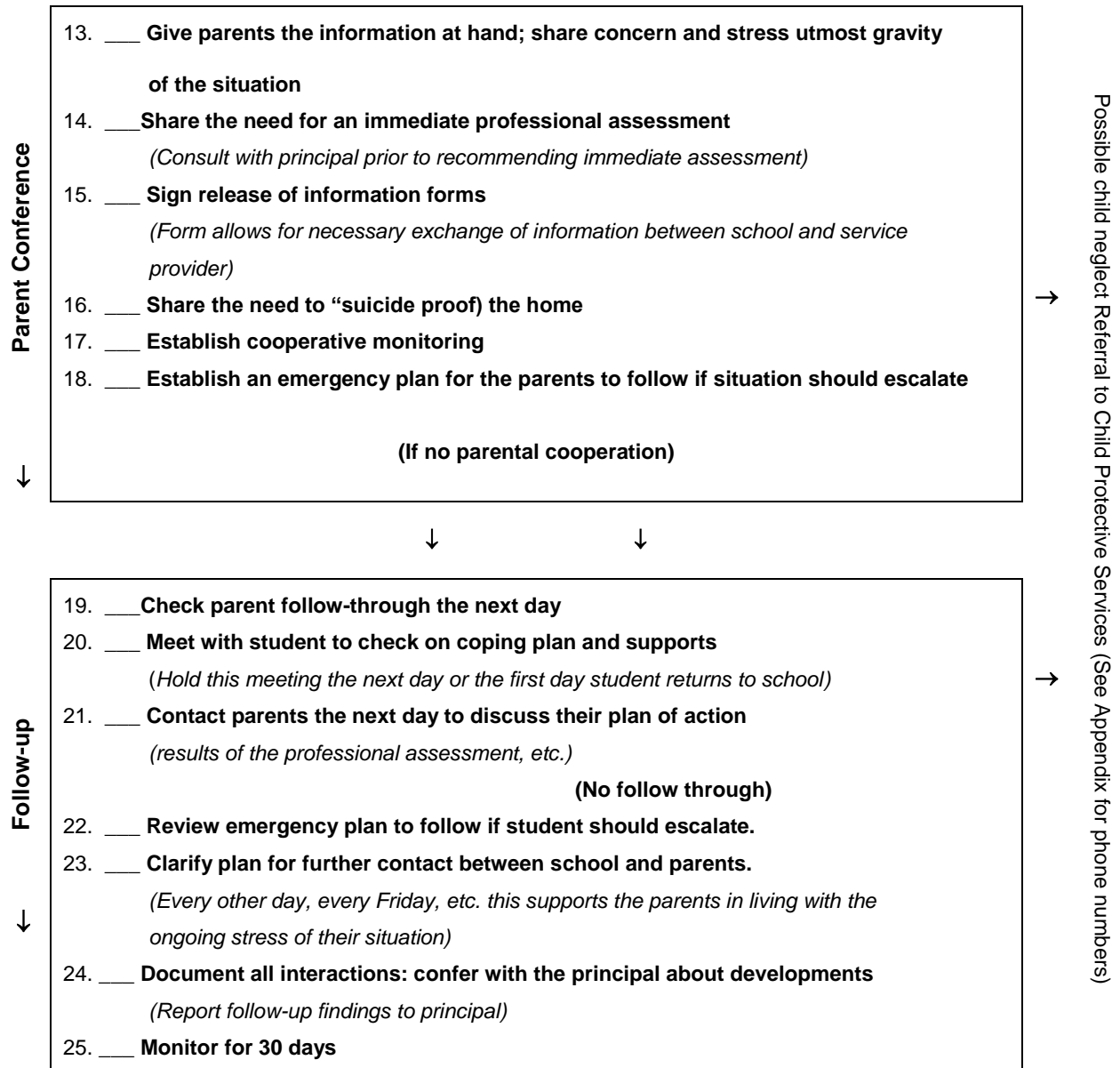
↓

Action

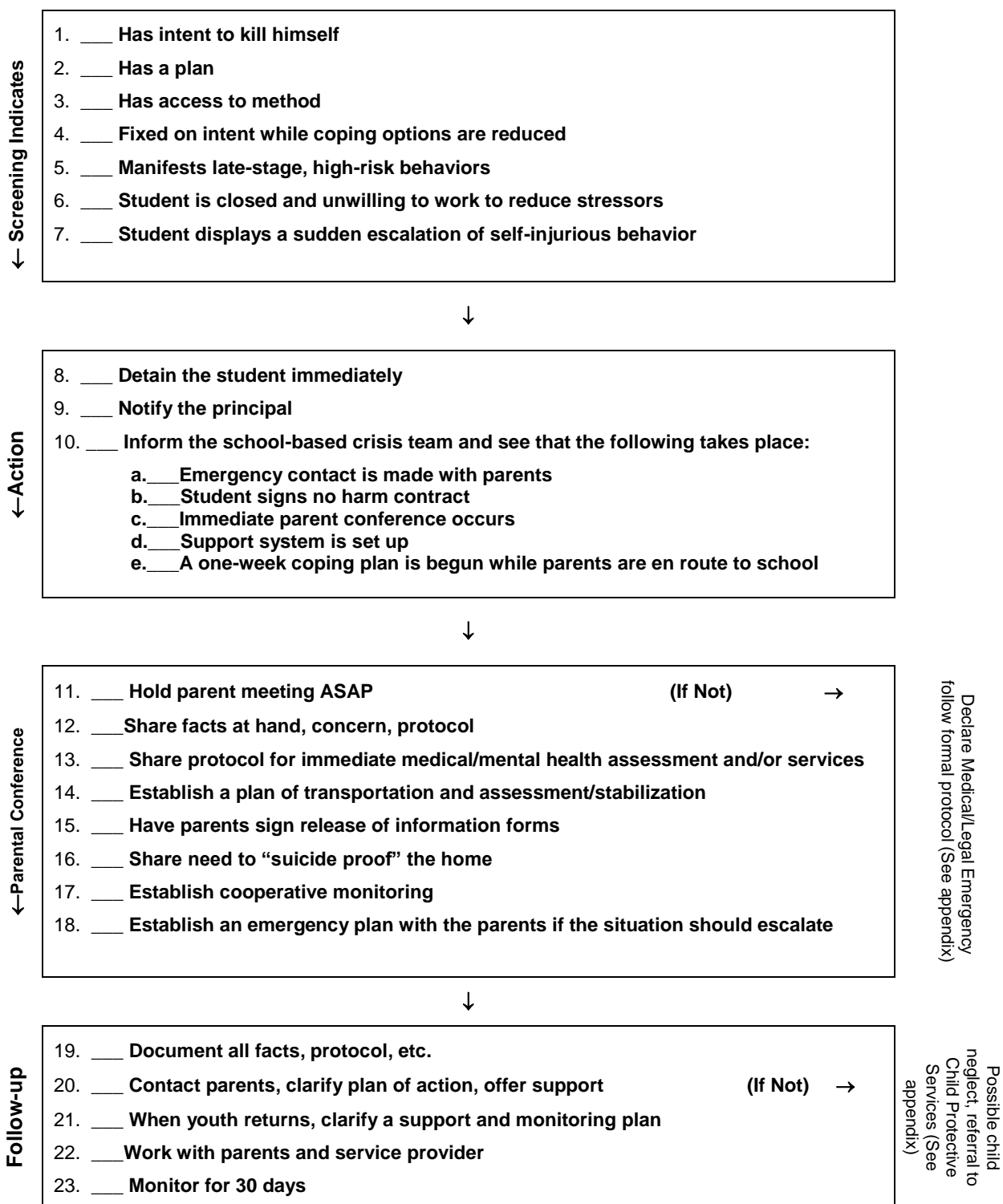
7. ____ **Make immediate contact with the principal**
(Prior to emergency, establish a signal with the principal. For example, if unable to contact principal by phone, send a blank laminated red card by teacher or another student)
8. ____ **Keep student monitored**
(by school faculty or administration – the student should not be left alone or sent back to class under any circumstances)
9. ____ **Inform youth you must make parent contact to enlist support and call for an immediate conference.**
(address student's resistance and possible fears)
10. ____ **Set up support system**
11. ____ **Work with student to create a one-week coping plan while parents are en route to school**
(Identify supportive people and positive activities in the student's life that will decrease the tendency to isolate)

←

LEVEL TWO: (continued) Suggested Mid-Level Risk Guidelines



LEVEL THREE Suggested High-Level Risk Guidelines



MEDICAL/LEGAL EMERGENCY

INDICATION:	A suicide has been attempted or a student is threatening suicide with a lethal means in hand.
RESPONSE:	Immediate notification of the school principal or designee who declares the emergency and summons the appropriate services.
PRIORITY:	The physical survival and safety of the student and others. The crisis area needs to be cleared of all other students and school personnel not involved in the emergency response. Immediate notification of the parents. Parents to meet the principal or designee either at school or where the student is to be transported (e.g. emergency room) to ensure his/her safety.
TRANSPORTATION:	If at all possible, should only be made by paramedic or police. This is very important because one is never sure of the crisis escalation potential either medically, behaviorally, or both.
SERVICES:	The school needs to have in place a policy and pre-planned procedures arranged with the local courts, police authorities and local hospital that initiate emergency room/hospitalization procedures. If parents are not cooperative, Children's Protective Services or an appropriate judge should be notified immediately.
FOLLOW-UP:	After the crisis has been secured, all events should be documented. Parents should be contacted and an alliance between the school and family needs to be pursued to support the student's recovery.

CHARLESTON COUNTY SCHOOL DISTRICT
SUICIDE ASSESSMENT/INTERVENTION DOCUMENTATION FORM
(SCHOOL ADMINISTRATOR AND GUIDANCE COUNSELOR COPY)
CONFIDENTIAL

Date _____
Student's Name: _____ DOB: _____ Grade: _____
Address: _____
School: _____ Principal: _____
Parent/Guardian contact: _____ Phone: _____
Reporter's Name: _____
Referred By: _____ Position: _____
(Ex. Administrator, Counselor, Teacher, Student)

Initial Concern:

Protocol Steps Followed:

Information About the Following Resources Given:

Plan:

Follow-up Dates: 1st _____ 2nd _____ 3rd _____
Follow-up Plan:

_____ (Attach additional sheet(s) if needed)

Counselor's Signature: _____

Principal's Signature: _____

Other Signatures (If Applicable): _____

Copies: _____ Counselor: _____ Principal: _____ Guidance Services, 75 Calhoun St.

SUSPICIOUS MAIL

Definition:

Any suspicious letter or package that may contain any of the following: Excessive postage, handwritten or poorly typed addresses, incorrect titles; titles, but no name, misspellings of common words, oily stains, discolorations or odor, no return address, or one that can't be verified as legitimate, contains unexplained substance, either inside or out, conveys a threat, return address does not match postmark, are of unusual weight or are lopsided or oddly shaped, and/or have an unusual amount of tape on them. There is no comprehensive list that will conclusively identify a letter or package as suspicious, but the above characteristics should alert employees to a potential problem.

THE INCIDENT COMMANDER OR DESIGNEE WILL:

1. Call 911
2. Do not open the letter or package
3. Isolate the letter or package with the least amount of handling
4. Isolate people that have had contact with the letter or package from those that have not
5. Remove package from building
6. Turn off all ventilation and fans
7. Evacuate people from the area in which the letter or package is found

DISTURBANCE

Definition: Any disruption of the normal routine of the staff and students that cannot be handled by the teacher and principal utilizing the Student Code of Conduct.

THE INCIDENT COMMANDER OR DESIGNEE WILL:

1. Advise student in the immediate area of the disturbance to return to class
2. Call 911
3. Activate Crisis Protocol

SITE FACILITY/SECURITY TEAM WILL:

1. Respond to the scene of disturbance
2. Assist with lockdown process
3. Remove the “outermost” students from the scene and return to nearby classrooms. These students are usually more manageable.
4. Take names of students inciting the disturbance for disciplinary action at a later time
5. Do not allow students involved in the disturbance, access to lockers or other areas where weapons may be available
6. Administer first aid for injured students or staff

TEACHERS WILL:

1. Clear hallway around classroom bringing in any students found in the immediate area. Keep students in the classroom.
2. Release lockdown only after All Clear is given
3. Take roll.

Public Conduct on School Property or at School Activities

All property owned by the school or property (such as school vehicles) leased or licensed to the school for a particular purpose is referred to herein as “school owned or controlled property.” All persons on, in or using school owned or controlled property or appearing at events conducted upon such school owned or controlled property shall observe, at a minimum, those standards of behavior and conduct expected of CSDB staff and students.

Specifically, such persons shall not:

1. Obstruct, disrupt or interfere with teaching, research, service, administration, control, discipline, coaching, officiating or progress of or at an event.
2. Physically abuse or threaten any persons with physical harm on school owned or controlled property.
3. Damage or threaten to damage property of the school or property leased or licensed to the school in connection with an event.
4. Force or make unauthorized entry to school owned or controlled property.
5. Use, possess, distribute or sell drugs, other controlled substances, alcohol or other contraband on school owned or controlled property or distribute or sell drugs, other controlled substances, other contraband or alcohol within 1,000 feet of the perimeter of a school site. (Persons known to be under the influence of liquor shall not be permitted to enter school owned or controlled property.)
6. Possess a deadly weapon, as defined in state law, on school owned or controlled property unless the person falls within one of the exceptions in state law for possession of a deadly weapon on school owned or controlled property.
7. Use profanity or verbally abusive language.
8. Engage in any conduct constituting a breach of any federal, state or city law or school policy and/or regulation.

Any person deemed to be in violation of this policy by the superintendent or superintendent’s designee shall be instructed to leave school owned or controlled property. Where repeated violations occur or where a person threatens or appears likely to violate this policy in the future, the superintendent or superintendent’s designee may ban or restrict that person’s access to events and to the use of school owned or controlled property.

HAZARDOUS MATERIALS INCIDENT

Definition:

All schools are at risk from the effects of radiological, hazardous or toxic material accidents. Such accidents may result in the need to take immediate action. The action to be taken will depend on the proximity of the accident to the school, the wind velocity, and the weather.

Shelter-In-Place

THE INCIDENT COMMANDER OR DESIGNEE WILL:

1. Call for Code Yellow
2. Call 911
3. Establish Command Post
4. Activate the Crisis Protocol
5. Bring all students, faculty, and staff inside the building.
6. Alert teaching staff to close windows/doors
7. Turn off all heating/air
8. Appoint a designee (nurse or receptionist, whichever is appropriate) to stay by the telephone until the emergency action is determined
9. Meet with incoming emergency response units to receive instructions and/or relay information

Evacuation

THE INCIDENT COMMANDER OR DESIGNEE WILL:

1. Call for an evacuation of the building away from the threat
2. Call 911
3. Activate Crisis Protocol
4. Evacuate the building
5. Follow the directions given to evacuate the building (these directions may be different than those used for fire evacuation depending on where the threat is located).
6. Use evacuation routes that do not pass the hazard
7. Evacuate to a safe location at right angles and upwind from the hazard
8. Depending on the size and scope of the incident, work with team to get transportation and set up a family reunification site.

Search and Rescue Team and Facility Security Team Will:

1. Assist with moving students away from the hazard
2. Render first aid if needed

Teachers Will:

1. Assist with evacuation if needed, or implement "Shelter-In-Place" procedures
2. Take roll call when students have reached evacuation point
3. Report any missing students to Incident Commander

EARTHQUAKE PROCEDURES

Definition: Trembling and shaking of the building and grounds.

Signal: Intercom Announcement or three short whistles in room

Steps of Action:

1. Call 911
2. Establish Command Post
3. Follow Crisis Protocol
4. Protect face and head from flying debris with arms, books, coats, etc. Duck and Cover drill (in hallways).
5. Stay in this position until building tremors and/or flying debris ceases.
6. Await further instructions.
7. If fire alarm sounds, evacuate the building and move to designated fire safety area. If electricity is inoperative, **3 long whistles** will signal evacuation.

Roles:

Office Personnel:

- Determine need for evacuation and notify staff accordingly.
- Take emergency files and cell phone to evacuation site.
- Assess injuries.
- Assign persons to administer first aid at evacuation site.
- Call emergency numbers.
- Have Officers of Corporation assess soundness of the building.

Teacher:

- Remain Calm
- If indoors: Move to hallway downstairs
- Stay clear of windows and exterior doors
- Instruct students to cover their heads
- Stay in place until all shaking stops
- Once told to evacuate the building, remain calm, watch for exposed wires and falling debris
- If outside: Get to open area away from trees, power lines, and light poles
- Be prepared for AFTERSHOCKS
- Evacuate children, take roll, inform office personnel of any missing children

THE GREAT SHAKE OUT

Federal, state, and local emergency management experts and other official preparedness organizations all agree that “**Drop, Cover, and Hold On**” is the appropriate action to reduce injury and death during earthquakes. The ShakeOut is our opportunity to practice how to protect ourselves during earthquakes. This page explains what to do and what not to do.

Protect Yourself. Spread the Word.

Official rescue teams who have been dispatched to the scene of earthquakes and other disasters around the world continue to advocate use of the internationally recognized “**Drop, Cover, and Hold On**” protocol to protect lives during earthquakes.

- **DROP** to the ground (before the earthquake drops you!)
- Take **COVER** by getting under a sturdy desk or table, and
- **HOLD ON** to it until the shaking stops.

If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building. Do not try to run to another room just to get under a table.

The main point is to not try to move but to immediately protect yourself as best as possible where you are. Earthquakes occur without any warning and may be so violent that you cannot run or crawl; you, therefore, will most likely be knocked to the ground where you happen to be. You will never know if the initial jolt will turn out to be the start of the big one. You should **Drop, Cover, and Hold On** immediately!

In addition, studies of injuries and deaths caused by earthquakes in the U.S. over the last several decades indicate that you are much more likely to be injured by falling or flying objects (TV's, lamps, glass, bookcases, etc.) than to die in a collapsed building. **Drop, Cover, and Hold On** offers the best overall level of protection in most situations.

As with anything, practice makes perfect. To be ready to protect yourself immediately when the ground begins to shake, practice **Drop, Cover, and Hold On** as children do in school as least once a year.

What NOT to do:

DO NOT get in a doorway! An early earthquake image of California is a collapsed adobe home with the door frame as the only standing part. From this came our belief that a doorway is the safest place to be during an earthquake. In modern houses and buildings, doorways are no safer, and they do not protect you from flying or falling objects. Get under a table instead!

DO NOT run outside! Trying to run in an earthquake is dangerous, as the ground is moving and you can easily fall or be injured by debris or glass. Running outside is especially dangerous, as glass, bricks, or other building components may be falling. You are much safer to stay inside and get under a table.

DO NOT believe the so-called “triangle of life”! In recent years, an email has circulated which recommends potentially life threatening actions, and the source has been discredited by leading experts.

EXPLOSION

Definition: An explosion in the building or on the premises requiring evacuation of the building at least 1,000 feet from the facility.

THE INCIDENT COMMANDER OR DESIGNEE WILL:

1. Initiate evacuation by advertising traffic away from the site of the explosion if the fire alarm is not already activated.
2. Call 911 ~ Remain Calm ~ Give accurate information
3. Establish Command Post
4. Initiate Crisis Protocol
5. Attend to student safety
6. Account for all students
7. Prepare to support victims and their families
8. Prepare to handle incoming phone calls and visitors to the campus
9. Refer all media calls to the Principal
10. Activate the "Family Reunification Center"
11. The minimum safe distance during a fire evacuation is 1,000 feet from the structure

SEARCH AND RESCUE TEAM WILL:

1. Assist with evacuation
2. Check and clear all areas
3. Maintain order

SITE FACILITY/SECURITY TEAM WILL:

1. Do not allow unauthorized persons to enter the building
2. Shut down electric

TEACHERS WILL:

1. Close doors (do not lock). Take roll book and call roll
2. Check classroom before leaving the room
3. Turn off heat and air when possible
4. Report any missing students to the Incident Commander
5. Return to building after all clear call is given by Incident Commander
6. Any explosion will be treated as a crime scene. Evidence preservation must be upheld. Report any items moved after an explosion to Law Enforcement.

UTILITY EMERGENCY PROCEDURES

Definition:

Any gas leaks, electrical power failure, telephone service interruption or broken water or sewer pipe that may present a hazard to occupants and facility. Any power outage over one hour dictates school closing due to the compromise of safety tools such as fire alarm.

THE INCIDENT COMMANDER OR DESIGNEE WILL:

1. Establish Command Post
2. Advise staff of utility failure
3. Contact appropriate utility company
4. Call 911 if necessary
5. Follow Crisis Protocol
6. Close/shut off the utility
7. Initiate evacuation of the area and, if necessary, of the entire building using fire drill procedures for a gas leak or utility failure that could result in a fire or otherwise threaten the school and occupants
8. Do not re-enter the building until utility officials approve re-entry.

Search and Rescue Team Will:

1. Begin evaluation of the area or building
2. Relocate articles that may be damaged by water

Facility/Security Team Will:

1. Close/shut off necessary utility

Teachers Will:

1. Take roll book and call roll upon reaching evacuation site
2. Do not attempt to operate or adjust any electrical devices.
3. Report any missing children to Incident Commander

VANDALISM/GRAFFITI

Definition:

Destruction or defamation of school property. Gang graffiti and related vandalism has a negative impact on students, parents, school staff, and the community.

THE INCIDENT COMMANDER OR DESIGNEE WILL:

1. Establish Command Post
2. Request police response (give specific location)
3. Photograph or have photographed all graffiti: No clean up should begin until photographs and/or videos are taken and **Law Enforcement has processed the crime scene**
4. Utilize Maintenance personnel to assist in clean up
5. Utilize paper and tape to obstruct viewing by students, staff and public until appropriate clean-up can begin
6. Prepare a response that will be give to the media if necessary
7. Create a flyer and/or announcement about crime stoppers and reward money. (Crime Stoppers 554-1111 will give rewards of up to \$1000 for information leading to an arrest).

CHILD ABUSE AND NEGLECT

Definition: Any suspected physical or emotional injuries present on a child. State law mandates that School District Employees must report suspected abuse.

THE INCIDENT COMMANDER OR DESIGNEE WILL:

1. Establish Command Post
2. Follow Crisis Protocol
3. Contact Law Enforcement and Department of Social Services immediately
4. Complete the Child Abuse and Neglect form in the Safe Schools Reference Guide and include copies of discipline and attendance reports, any letters from nurse, teacher, child that may be helpful to the investigation.

ABUSE COMPLAINT AGAINST STAFF MEMBER:

1. Follow Crisis Protocol
2. Call Law Enforcement
3. Establish Command Post
4. Notify the Parents/Guardian
5. Make a full written report to the GB Chair and Principal

It is not our responsibility to prove that a student has been abused. It is our responsibility to report suspected incidents to the proper authorities immediately for the child's safety.



Charleston County School District Child Abuse and Neglect Form

Section One (To be Completed by Reporter) Date of Report: _____
 Child's Name: _____ Date of Birth: _____ Age: _____ Grade: _____
 Child's Current Residence: _____ Ph, _____
 School: _____ Address: _____ Ph, _____
 Siblings: (name, age, school) _____
 Report by: _____ Position/Title: _____
 Parent/Guardian: _____ Address: _____ Ph, _____
 Emergency Contact: _____ Address: _____ Ph, _____
 Incident Requiring Report/Behavioral Observation/Injuries and Basis of Concern: _____

(Attach additional sheets if needed)

DSS contact yes no-case worker: _____ Ph, _____ Date: _____ Time: _____

Police contact yes no-Officer: _____ Date: _____ Time: _____

***It is very important to make a DSS contact by phone at 953-9422 before mailing this form.**

**** Please attach discipline and attendance information with report to DSS (only when it applies to report).**

Mail (1) original and (2) copies total of (3) forms to:

Child Abuse Program Coordinator

Charleston County Dept. of Social Services

3366 Rivers Ave., N. Charleston SC 29405

Mail (1) copy offer to:

Charleston County School District

Guidance Services, 75 Calhoun St

Charleston SC 29401

H*Keep (1) copy for your records and attach to DSS replyH*

Section Two (To Be Completed by DSS and/or Police and Returned to Guidance Services)

Result of Report (Check One): Accepted Not Accepted

Result of Investigation (Check One): Substantiated Unsubstantiated

Date: _____ Case Worker ~ _____ Phone _____

Note: _____

***- ..., please return completed form along with Summary of Investigation to Guidance Services and reporting school.

Form #010-0153

R-6/02

CHILD CUSTODY/INCIDENTS

In order to properly manage the difficulties inherent in these sensitive and volatile issues, the Principal or designee should consider the following precautions:

1. Insist on accuracy of the student record card information pertaining to custody, court orders, and student releases.
2. Comply with information provided on the Student Record Card. Copies of the Student Record Card will be maintained in the Emergency Evacuation Kit.
3. Maintain a current file of legal documents pertaining to appropriate students.
4. Direct school secretary to have at his/her desk a list of students who are not to be released to anyone except a particular parent or guardian
5. Direct secretary to tag appropriate Student Report Cards
6. When a parent telephones a request that a child be released from school, direct that identity of the caller be confirmed by a separate call to the parent or guardian, if needed, before the child is permitted to leave. In the event of any doubt, the message and phone number should be written down; a return call should be made after crosschecking the phone number with those on file in the child's folder or on the emergency card.
7. Call 911
8. Call local Law Enforcement to verify court orders, warrants, etc. as needed
 - During early dismissals due to a crisis incident in which family reunification site has been established, make sure that each parent shows proper identification before retrieving their child.

STUDENT RUNAWAY OR ABDUCTION

Definition: Student runs away from the school building during school hours. Student is abducted by a stranger or family member.

Steps in Action:

1. Notify school office.
2. Contact appropriate emergency services.
3. Contact parents.
4. Follow student if it seems appropriate (student runaway).
5. Notify classroom teacher and get description of clothing worn, vehicle description (if applicable) of both suspect and victim and any other information that might be useful to Law Enforcement personnel.
6. Obtain a picture of child from the office and furnish to Law Enforcement as soon as possible.
7. Notify Law Enforcement personnel to activate an urgent bulletin (AMBER Alert)
8. DO NOT release any information to the media unless instructed otherwise by the Principal.

Roles:

Office Personnel:

- Follow student if appropriate (student runaway).
- Insure that all necessary persons are contacted including Officers of the Corporation.
- Notify appropriate emergency services and parents.
- Obtain and give emergency information.

Teachers:

- Remain in classroom with students.

STUDENT POSSESSION OF WEAPON ON CAMPUS

Definition:

A student observed with a weapon or is reported to be in possession of a weapon. A weapon is any firearm, knife or other object capable of inflicting serious injury or death when used against another person.

THE INCIDENT COMMANDER OR DESIGNEE WILL:

1. Call 911
2. Call for **CODE RED** if weapon or suspect is unable to be located or if people become injured
3. Establish Command Post
4. Activate Crisis Protocol
5. Locate student(s) with the weapon. Encourage student(s) to come to the office but do not confront if weapon is believed to be on the student's person, quickly accessible, or the student is out of control.
6. All searches of students and indications will be conducted by a trained law enforcement officer only. No school staff member will search or approach anyone who they feel may be armed. All weapons must be reported to a Law Enforcement Agency.
7. If the weapon is on campus, ask the student for the location.

Search and Rescue Team and Facility Security Team will:

1. Clear area of staff and students
2. Assist in locating the weapon if not in student's possession
3. Seal off the location of the weapon but do not move or handle the weapon unless it cannot be secured any other way until police arrive.
4. Escort police to the area where the student and/or weapon are located

Teachers will:

1. Clear hallway around classroom and bring in any students found in the immediate area.
2. Keep students in classrooms
3. Close and lock door, especially if the student with the weapon or the location of the weapon is in the immediate area.
4. Take roll
5. Release lock down only after All Clear is given
6. Turn on computers for emergency information via e-mail.

HOSTAGE SITUATION PROCEDURES

Definition:

If a situation should arise where one or more persons hold students or staff hostage on the campus or in the school, the following precautions and procedures should be considered:

THE INCIDENT COMMANDER OR DESIGNEE WILL:

1. Call 911
2. Announce **CODE RED**
3. Establish Command Post
4. Activate Crisis Protocol
5. Maintain open line of communication with responding police department(s).
Designate staff member to meet law enforcement and emergency personnel as they arrive on campus.
6. Assist responding law enforcement in resolving the crisis. Law enforcement has total control of the hostage situation until crisis is resolved. Upon resolution of crisis, site administrator regains control of the school.

Search and Rescue Team and Facility Security Team Will:

1. Report to Incident Command
2. Assists Law Enforcement and other emergency responders.

Teachers Will:

1. Check the immediate area around the classroom; bring in any students found; lock the door and note the number of students now in the room
2. Allow no one to leave the room
3. Close and cover all windows and blinds
4. Place red or green placard in window. Green means someone is in here and we are okay. Red means someone is in here and someone is hurt.
5. Keep students calm and quiet
6. Maintain lock down until all clear is given or notified by Law Enforcement
7. In case of evacuation, take roll book and determine any missing/extra students
8. Turn on computer for emergency information via e-mail
9. If instructed to evacuate by Law Enforcement officers, teachers will ask all students to leave behind all possessions, i.e., book bags, jackets, hats, and pocket books.

DEATH OR SERIOUS INJURY BY VIOLENCE

Definition: Whenever a student, staff member or visitor on campus is injured by violent action the following procedures should be followed:

Steps:

1. Notify Law Enforcement.
2. Determine injuries and provide first aid, as necessary.
3. Restore calm by having students either stay in class or return to class.
4. Assess extent of situation by determining who was involved in or committed the act. Identify witnesses.
5. Follow emergency procedures for communication of information to staff and students and evacuate, if necessary.
6. **Consider:** Initiate a lockdown (Code Yellow) as the standard during a death situation on campus to assist with isolating student onlookers, and for containing panic when warranted. May need to initiate a Code Red depending on the nature of the death, such as a shooting.
7. In the event of death, the Principal should make sure the following is done in a timely manner:
 - a. Remove personal items of deceased from lockers, desks, etc.
 - b. Stop any disciplinary, scholarship, testing or special placement notification that may inadvertently be sent to the family
 - c. Contact family personally and offer support
 - d. Obtain information regarding funeral visitation, home visits, food/flowers, names of surviving siblings and schools attended
 - e. DO NOT ANNOUNCE THE VICTIM'S NAME OVER ANY TYPE OF TWO-WAY RADIO. CITIZENS IN THE SURROUNDING AREAS MAY HAVE SCANNERS.
 - f. Coroner is the only person authorized for death notifications.

Medical Team will:

- Determine injuries and provide first aid, as necessary
- Be responsible for administering CPR if needed
- If students are injured, notify parents
- If adults are injured, notify an appropriate family member

OFF CAMPUS EMERGENCY/ PRE-PLANNING

Definition: Emergencies that take place off school grounds while students are on a school sponsored activity. Pre-trip planning is an essential element of trip planning. The following steps must be completed prior to the off-campus trip:

Pre-planning:

Steps:

1. Field Trip Request Form completed by teacher and approved by Principal.
2. Participant roster with transportation assignment.
3. Emergency Contact and Permission Form for each student.
4. Itineraries, routes and schedules in traveling to and from destination.

Emergency:

Steps:

1. Assist in identifying injured individuals.
2. Contact local emergency personnel.
3. Establish Command Post.
4. Contact office personnel as soon as possible.
5. If necessary to stay with injured individual, assign supervisory responsibilities to alternate accompanying chaperone.

Roles:

Teacher:

- Assist in identifying injured individuals.
- Use portable phone to contact school.
- Stay with injured individual and assign supervisory responsibilities to an accompanying chaperone.

Office Personnel:

- Contact parents with emergency notification.
- Contact GB.
- If feasible, go to accident site to assist teacher with supervisory and communication responsibilities.
- Receive and disseminate frequent emergency updates.

Each field trip should have with them a “Field Trip Kit,” which includes emergency contact information, Medical Release Form, and Student Information (guardian/custodial information).

TORNADO AND SEVERE WEATHER PROCEDURES

Definition:

Thunderstorms are a frequent occurrence in Charleston. Thunderstorms are often accompanied by lightening, damaging winds in excess of 50 miles per hour and hail. Quite often, a thunderstorm is a prelude to a tornado.

Tornadoes are local storms with whirling winds of tremendous speeds that can exceed 300 miles per hour.

Tornado Watch: Conditions are favorable for tornado or severe weather.

Tornado Warning: Tornado has been sighted.

Severe Weather: Weather with the potential for damaging winds, flooding, rain, hail, ice, tornado activity and similar conditions.

Hurricane: Wind speeds of more than seventy-four (74) miles per hour.

The Incident Commander or Designee Will:

1. Establish Command Post.
2. Clearly state the nature of the weather event, Tornado Watch or Warning.
3. Call 911 and follow Crisis Protocol in the event of a tornado sighting.
4. Contact Principal in reference to early dismissal or releasing students during a storm after school. Students will not be released during a Tornado Warning.
5. If the emergency is immediate, call for students and staff to proceed to designated areas and assume the emergency posture of “duck and tuck”.
6. Monitor Weather Alert Radio Bulletins.
7. Keep administrative staff informed concerning the weather situation.
8. Constantly monitor weather conditions and be prepared to take appropriate action.
9. Remove students and staff from portable classrooms during all “Warning” alerts.

Search and Rescue Team and Faculty Security Team will:

1. Designate staff member to monitor weather alert radio/monitor and use spotters where applicable.
2. Designate staff member to check on field trips.
3. Secure the building by closing windows and doors.

4. Remove students and staff from unsafe areas (Grand Hall, portable classrooms).
5. Maintain order and quiet.
6. Assist with escorting students to cars.
7. Designate area and assign staff to supervise students and assist staff that provide their own transportation or live near the school and cannot get home.

Teachers will:

1. Assist in securing the building by closing windows, exterior and interior doors.
2. Take roll while moving students to the loading areas or designated area for shelter and emergency position.
3. Maintain order and quiet.
4. Report any students not answering roll or on field trips to Incident Commander.

EVACUATION PLAN:

Theresa & Middle School	Go to stairwell by Computer Lab
Debby & Lauren	Go to stairwell by Donna's Office
Virginia & Emilee	Go to area between classrooms
DD & Cynthia	Go to breezeway in Grand Hall between kitchen & bathrooms

Specials – Tuesday

P.E.	Area outside Emilee's classroom
Music & Art	Breezeway in Grand Hall between kitchen & bathrooms
Technology	Go to stairwell by Computer Lab
Spanish	Area outside Emilee's classroom

Specials – Wednesday

Spanish & P.E.	Go to stairwell by Donna's Office
Music, Art & Guidance	Breezeway in Grand Hall between kitchen & bathrooms
Technology	Go to stairwell by Computer Lab

TROPICAL STORM/HURRICANE OPERATIONAL CONDITIONS (OPCONS)

OPCON 5: HURRICANE SEASON ENTERED

- OPCON 5 starts on June 1st unless an early season storm places us in this condition prior to June 1st
- All storm plans and standard operating procedures should be reviewed including home plans
- Points of contact and telephone numbers should be verified
- All storms are tracked and monitored

OPCON 4: NOTIFICATION AND ALERT

- Local officials are notified that a storm could possibly be a threat to South Carolina
- Emergency Operations Center (EOC) is under a "Limited Activation," primarily staffed by Emergency Preparedness Department (EPD) personnel
- All county departments, public safety agencies, hospitals, and response organizations notified
- CCSD Management Team activates 800 mhz Radio Pager Warning Network for this and subsequent OPCON upgrades

OPCON 3: STAND-BY

- Storm poses a significant threat to South Carolina
- EOC is "Partially Activated" with EDP staff and key agency representatives
- Pre-Evacuation conferences held with police, shelter teams and other agencies impacted
- Emergency Council Meeting conducted to discuss voluntary relocation, county evacuation, as well as a Governor-ordered mandatory evacuation
- Key personnel not activated at this time will complete personal preparation for duty and keep their supervisor advised of their location and phone number

OPCON 2: FULL ALERT AND PREPARATION

- Decision to evacuate automatically moves response teams to OPCON 2
- EOC will be a "Full Activation" with necessary personnel to effect evacuation, sheltering, response and initial recovery
- Moving to OPCON 2 commits substantial amounts of local and state monies to the storm effort
- Evacuation preparation for law enforcement and shelter teams requires approximately five hours

OPCON 1: EVACUATION

- Once decision to evacuate is announced, OPCON 1 will be established and maintained until an "All Clear" is announced

CHARLESTON COUNTY SCHOOL DISTRICT

Hurricane Preparedness Checklist for All Schools

Pre-Storm/Condition 5

- Conduct annual disaster preparedness training with staff
- Develop a school emergency communication plan
- Review and update school telephone tree

Threat (Storm Exists)/Condition 4

- Begin preparations for the safety of school property and staff
- Verify phone numbers for emergency contact
- Monitor the media for weather bulletins/updates

Standby (Watch)/Condition 3

- Listen to local news reports for notices from the Superintendent and ECMCS Principal concerning school district personnel
- Address early dismissals, school closings, and other critical issues
- Advise all employees of status, evacuation procedures, and routes
- Notify supervisor of where you will be and how you can be contacted
- Obtain contact phone numbers from key staff personnel
- Pick up loose objects from outside of buildings (furniture, garbage cans, temporary signs, etc.) and bring them inside (All faculty)
- Clear desks, tables and tops of other equipment and store cleared items in a secured area
- Disconnect electrical plugs and extension cords excluding telephones
- Computers – refer to *Wide Area Network Disaster Procedures* outlined by the Department of Information Technology

- Move furniture and equipment away from windows and cover valuables with plastic
- Secure all interior items from water damage using plastic bags or covers over computers, copy machines, printers, files, etc.
- Shut off all classroom air conditioners
- Pull blinds, shutters and curtains
- Shut off lights (on/off switch, not circuit breakers)
- Close all doors
- Close fire doors throughout the facility
- **Do not** make adjustments to electrical circuit breakers – electrical panels should be left alone
- Turn refrigerators to the coldest setting (open quickly and only when necessary)
- Save computer information and safeguard back-up disks in a secure location
- Move vehicles to a safe area

Full Alert (Warning)/Condition 2

- Secure all valuable school property
- Move valuables from mobile classrooms to a secure location
- Do not use elevators
- Turn off gas if school is not used as a shelter or refuge
- Ensure facility is secure – all classroom and office doors locked
- Notify ECMCS principal and secretary that all checklist items are completed and that you are not leaving town

Post-Disaster/Recovery

- Listen for public communications for information and instructions concerning CCSD, its students, staff and faculty
- Assist with the examination and assessment of building and grounds
- Disseminate information to your staff by using the telephone tree
- Advise Principal of your location

FIRE PROCEDURES

Definition: A fire in the building or on the premise requiring the evacuation of the building at least 300 feet from the facility.

Signals: Continuous ringing of the fire alarm.

Steps:

1. Pull fire alarm. (L&S Electronics will contact emergency personnel).
2. Close all windows and doors to contain fire.
3. Evacuate building to assigned places.
 - a. Students will walk to a designated area in a quiet and orderly manner.
 - b. The first teacher to the door will hold it for others.
 - c. Classroom windows and doors should be closed by office personnel or the last adult to leave the premises.
 - d. Teachers are to take rolls and report absentees to office personnel immediately.
 - e. Fire evacuation plans are posted in every classroom.
4. Take roll. Notify firemen of any missing children.
5. Notify any utility companies if necessary.
6. Keep all access roads clear for emergency vehicles.
7. Re-entry will be determined by office personnel upon recommendation of the fire department.

Roles:

Office Personnel:

- Supervise evacuation and check for injuries.
- Phone 911 ~ Remain calm ~ Give accurate information.
- Prepare to support victims and their families.
- Secure and take emergency card file.
- Check bathrooms and other spaces for students and other people.
- Supervise first aid needs.
- Work with team to get transportation and set up a family reunification site.

Teachers:

- Close doors (do not lock).
- Turn off heat and air when possible.
- Take roll book and call roll.
- Notify office personnel of any missing students.
- Return to building after all clear call is given by Incident Commander.

BOMB THREAT/ EXPLOSION PROCEDURES

Definition: A verbal or written threat to activate an explosive device either present or alleged to be present in the school or school grounds.

Signals: Verbal communication with the staff.

Procedures:

Receiver of call –

1. Write down exact words of caller.
2. Keep caller talking.
3. Ask where bomb is located and what time it is to go off.
4. Give full report to the Principal immediately.
5. Make note of the following –
 - a. Sex, age, attitude of caller
 - b. Voice characteristics (accent, speech impediments, etc.)
 - c. Background noises
 - d. Date and time of day call was received.

Action: upon receipt of a bomb threat notification:

1. Verbally notify staff.
2. Activate team for visual search of escape routes and bathrooms. This search should take approximately 3 minutes.
3. After visual search, activate evacuation signal.
4. Evacuate building.
5. Office personnel will determine when to occupy building after consultation with law enforcement.

Roles:

Office Personnel:

- Determine need for evacuation and notify staff accordingly.
- Gather information from staff on anything suspicious.
- Assist Law Enforcement in a search of the school building and grounds.
- Search all public areas of the building to include hallways, corridors, stairwells, trashcans, and bathrooms for any suspicious items. **DO NOT TOUCH OR TAMPER WITH ANYTHING THAT IS SUSPICIOUS.**
- Search systematically from ground to waist, waist to head, over head.
- Report anything suspicious to Incident Commander.
- Report “cleared” areas to Incident Commander.
- **DO NOT USE RADIO OR CELL PHONES.**
- Call **SLED** and file bomb report with them.
 - o **How to contact SLED** - The public may reach SLED through telephone number 803-737-9000 or through a mailing address of:
Post Office Box 21398; Columbia, SC 29221

Teachers:

- Remain calm.
- Search classroom for any suspicious or unaccounted items.
- Report to Incident Commander any suspicious or unaccounted items.
- Follow **Code Green** procedure if initiated by Incident Commander.
- **DO NOT TOUCH OR TAMPER WITH ANYTHING THAT IS SUSPICIOUS.**
- Take roll, and report any missing students to Incident Command.

CODE GREEN

Bomb Threat Evacuation

CODE GREEN is indicative that an evacuation of the school is necessary to ensure the safety of all students and that remaining in the building can cause a greater risk to the faculty, students and staff.

In the event of a **CODE GREEN**, the following procedures shall be followed:

- Follow the directions given to evacuate the building (these directions may be different than those used for fire evacuation depending on where the threat is located).
- Remain calm.
- Report any suspicious items to the proper authority.
- **DO NOT USE CELL PHONES OR RADIOS.**
- Leave classroom doors unlocked

BOMB THREAT REPORT FORM

(Keep copies at switchboard or main telephones for immediate use by operator/secretary)

SCHOOL _____ DATE: _____ TIME: _____

Name of person taking call/threat: _____

Questions to ask:

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your address? _____
9. What is your name? _____

CALLER'S VOICE

<input type="checkbox"/> Calm	<input type="checkbox"/> Nasal	<input type="checkbox"/> Angry	<input type="checkbox"/> Stutter	<input type="checkbox"/> Excited	<input type="checkbox"/> Lisp
<input type="checkbox"/> Slow	<input type="checkbox"/> Raspy	<input type="checkbox"/> Rapid	<input type="checkbox"/> Soft	<input type="checkbox"/> Familiar	<input type="checkbox"/> Ragged
<input type="checkbox"/> Loud	<input type="checkbox"/> Deep	<input type="checkbox"/> Crying	<input type="checkbox"/> Laughter	<input type="checkbox"/> Normal	<input type="checkbox"/> Whispered
<input type="checkbox"/> Cracking	<input type="checkbox"/> Distinct	<input type="checkbox"/> Accent	<input type="checkbox"/> Slurred	<input type="checkbox"/> Disguised	<input type="checkbox"/> Clearing Throat
<input type="checkbox"/> Deep Breathing					

If voice is familiar, who did it sound like? _____

EXACT WORDING OR THREAT: _____

BACKGROUND SOUNDS

<input type="checkbox"/> Street	<input type="checkbox"/> Animal Noises
<input type="checkbox"/> Static	<input type="checkbox"/> PA System
<input type="checkbox"/> Voices	<input type="checkbox"/> Music
<input type="checkbox"/> Motor	<input type="checkbox"/> House Noises
<input type="checkbox"/> Local	<input type="checkbox"/> Office Machinery
<input type="checkbox"/> Booth	<input type="checkbox"/> Long Distance

THREAT LANGUAGE:

<input type="checkbox"/> Well spoken
<input type="checkbox"/> Foul
<input type="checkbox"/> Irrational
<input type="checkbox"/> Taped
<input type="checkbox"/> Incoherent
<input type="checkbox"/> Message read by threat maker

REMARKS: _____

Sex of Caller: M____ F____ Culture _____ Age _____

Length of Call _____

Number at which call was received: _____

CRISIS RESPONSE KIT

THE INCIDENT COMMANDER OR DESIGNEE WILL:

1. Create two (2) Crisis Response Kits to be used during emergencies and evacuations. The kits will contain information that will allow the Incident Commander or Designee to quickly integrate into the Incident Command System and provide critical information needed by responding agencies. The Incident Commander will take the kit whenever the building is evacuated.
2. The kits will become the portable command post for the Incident Commander during the first critical minutes of any crisis which requires the activation of the Incident Command System. This shall include but not be limited to evacuations, drills, and exercises.
3. The kits will be kept updated and one will be stored in the Principal's office and the other at another location opposite the Principal's office.
4. One kit will be taken to the family reunification site during the evacuation, should this process be implemented.
5. The Crisis Response Kits should be stored in an "out of sight" location so as not to be readily accessible by an offender.
6. The Crisis Response Kits, at a minimum, will contain the following items
 - a. A copy of the School Emergency Plan
 - b. Student release/sign-out sheets
 - c. Up-to-date information regarding parental or guardian custodial information; family contact numbers
 - d. Emergency medical information regarding students and staff
 - e. Class rosters
 - f. Flashlight and batteries
 - g. Cell phone/portable radio
 - h. First Aid Kit
 - i. Incident Command Paperwork

Response Protocols

1. Quickly take the kit to the area where first responders will arrive.
2. Assist the public safety Incident Commander, who is designated to be in charge of the scene. Ensure that command of the scene is transferred to the appropriate public safety official immediately upon arrival according to plans.
3. The second kit should be taken to the evacuation or family reunification site. This will facilitate the transferring of custody of students to parents or guardians efficiently. The student contact information will ensure that non-custodial parents and others who are not authorized to have access to a child do not exploit the crisis situation.
4. The school's Incident Commander should remain at the Command Post with the public safety Incident Commander to familiarize him/her with the information in the box and facilitate communication.

ECMCS SCHOOL CRISIS PROCEDURES – DAY OF INCIDENT

Guidelines for the principal and the Crisis Team Coordinator to follow:

1. The principal will request and verify information regarding the incident.
2. Principal notifies the staff of the crisis before the school day begins, if possible. The emergency phone tree should be utilized.
3. Principal calls a meeting before school, if possible, to brief the staff and inform them how to handle requests for information and students needing counseling. If that is not possible, then the information should be given in writing to all staff as soon as possible after school starts.
4. Explain to staff how to handle media and parent requests for information. It is very important to brief personnel who answer phones.
5. A memo to be read to the students explaining the crisis situation should be given to the designated teachers and time set aside to read it and answer questions. Public address announcements to explain the crisis are discouraged. Staff should also be informed where to send students who need counseling. It would be a good idea to have several different locations and assign students by grade level (Refer to sample memos and letters).
6. Some students may need to go home; plan for handling those calls. Be careful to call parent or guardian listed as school emergency contact.
7. Prepare a letter to go home with the students that day explaining the facts of the crisis and the school's response.
8. The principal meets with the Crisis Team before the school day ends to discuss the response by team members and to determine if extra help is needed the next day or later. If necessary, request that the Crisis Team remain for the debriefing meeting.
9. Conduct a debriefing meeting with the faculty after school to explain the information sent home, answer questions, and explain procedures for the next day. Plan the immediate response by the school if appropriate.

Information Checklist

Here is a list of information that may need to be collected to inform parents, staff and students about a school crisis.

If someone is injured and is hospitalized:

Determine if visiting is allowed and welcomed by the family and when it is allowed at the hospital.

If there is a death:

Gather information about time and location for the visitation and funeral service.
Ask family if there are specific needs that the school can address.

Gather the suggestions for a memorial or offer of assistance that will be completed sometime later.

Get the names and addresses of the Crisis Team members from the team coordinator and send Thank You notes.

CHARLESTON COUNTY SCHOOL DISTRICT
School Counselor Coordinator
Crisis Intervention Report Form

DISTRICT: _____ SCHOOL: _____ DATE: _____
TIME OF ARRIVAL: _____ TIME OF DEPARTURE: _____

Principal Contacted _____ Date: _____
Associate Superintendent Contacted _____ Date: _____

- TEAM CONTACT PERSON: _____
- RESPONDERS PRESENT:

Name	School/Office/Agency	Position	Date/Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- DESCRIPTION OF CRISIS:
- WHO/WHAT: _____

- SITUATION: _____

- RESPONSE: _____

- Follow-up if needed (Yes or No) Explain/who responsible: _____

CRISIS MANAGEMENT GUIDELINES FOR PRINCIPAL

The following guidelines are to be used in all crisis situations as defined in this plan:

1. The principal will request and verify information regarding the incident.
2. The principal will notify his/her Board chair of the incident and facts collected.
3. All media requests are referred to the building principal, who will consult with the Governing Board.
4. The principal will remind teachers and students to refer inquiries from the press and others to him/her.
5. Whenever possible, the faculty and staff as a group will be informed (before the students) by the principal and given time for discussion and planning.
6. The principal, with input from the Crisis Team, will decide how the student body will be notified.
 - a. A written paragraph will be provided for teachers containing factual information which, at the principal's discretion, may be read to students.
 - b. Announcements over the public address system will be avoided. Bells will be held, if necessary, until there has been an opportunity for students to ask questions in response to the information provided.
 - c. When all classes have been informed of the crisis, follow-up information may be provided by the principal.
7. The principal or designee will notify the families of those students directly involved by the crisis and what response the school has taken to date.
8. The principal will designate staff and areas in the building in which to conduct crisis follow-up counseling.
9. The principal or designee will prepare a letter to go home with the students. (See Sample Letters)
10. The principal will provide follow-up for students and staff who may have questions during the next days and/or weeks.
11. Principal, guidance staff, and district crisis team members will discuss and review recommended procedures and strategies to be implemented with the entire faculty and staff at each school.

Administrative Fact Sheet

To answer telephone inquiries during a crisis, know the facts:

1. What has happened?

2. When did the event occur? _____

3. Where did the event occur? _____

4. Who is involved? (Do not give out names of deceased or injured until the family has been notified.)

5. What is being done by school and emergency personnel?

6. What procedure should parents follow to have their children/students released or excused to attend a funeral?

7. Will the school be closed or classes held in another facility? If so, where?

8. Are any meetings planned for parents or members of the community? Where? When? _____

9. What is being planned to help families directly affected by the crisis?

Sample Faculty Memo

Date:

To: ECMCS faculty and staff

From: Jody Swanigan, Principal

Subject: Accident on campus

We have had a serious injury of a student in one of our third-grade classrooms early this afternoon. You may have noticed the commotion and seen emergency personnel enter the building. Your students may be anxious and upset. Please only tell them there has been an accident and the police and firemen are here to help. Encourage them to express their fears and scary feelings. The sirens and ambulance may remind them of other accidents in their neighborhood or home. Reassure them that there is no danger to them.

Do not permit students to enter the south hallway at this time. Exit and building and re-enter through the west entrance to reach the cafeteria or gym. If your classroom is located in the south wing, remain in class until you receive further notice.

We will identify the student for you after the family has been contacted and will give you additional information as soon as it is available. There will be a faculty meeting in the media center at 3:35pm with the crisis team and the school psychologist. Please plan to attend.

Sample Faculty Memo

Date:

To: ECMCS faculty and staff

From: Jody Swanigan, Principal

Subject: Suicide of John Smith

We are asking you to discuss the death of John Smith, an eight grade ECMCS students, with your class at the beginning of school. Some students will already be aware of his suicide from the 10:00pm news on TV last night. Others will be learning of his death from you. I recommend that you give your class an opportunity to hear the following facts from you first, and then give them time to ask questions and discuss their feelings. You can expect some students to be angry and upset as well as sad. Please be sensitive to their feelings.

John died suddenly last night in his home. His sudden death is a terrible sadness to our school family.

Students may be excused from classes for John's funeral if they bring a written excuse from a parent. Funeral arrangements are still pending. We will give you that information when we receive it. The family will be at the funeral home tomorrow evening if anyone wishes to pay his or her respects and extend sympathy. Some students may wish to make a donation to the Crisis Center in John's memory. A box is placed in the office for the collection of donations or any notes written to John's family.

The crisis team will be in the school building throughout today and the rest of the week. If you wish to have some assistance in discussing John's death with your class, a team member will come to your classroom. Please identify any students you think needs further help in dealing with this tragic event and send him or her to the counselor's office.

Today may be a very difficult one for you as well as our students. A crisis team member will be in the teacher's lounge if you wish to talk further about the suicide.

Sample Letter to Parents

Date:

Dear Parents:

The school is deeply saddened by the death of Mrs. Harriett Morrison, one of our fourth grade teachers. Mrs. Morrison was a member of our faculty for seven years. We have no additional information to give you about her death at this time. Our school family will miss her greatly.

Your child's class had the opportunity to talk to a counselor from the crisis team today about our loss. Your child may want to talk to you about his or her feelings. As difficult as it is, talking about feelings will help your child deal with the death.

The funeral will be on Tuesday, September 19 at 11:00am at St. Rita's Episcopal Church, 6720 Webster. Smith and Johnson Funeral Home, 1802 North Washington, is in charge of the service. We encourage you to accompany and support your child if you want him or her to attend the service. The school office needs a written note from you in order for us to release your child from class.

Please telephone the school counselor or school psychologist if you would like further help or assistance.

Sincerely,

Jody Swanigan
Principal

Sample Letter to Parents

Date:

Dear Parents of ECMCS Students:

The ECMCS community was saddened to learn of the reported death of one of our students. The death of any young person is a loss which, in one way or another, affects each of us. The tragic circumstances of John Smith's death are, perhaps, more shocking and more difficult to accept.

We have asked the assistance of the crisis team to help our school community deal with this loss. We are doing everything we can to help your child and our staff through this tragic experience. You may anticipate more questions and need to talk about the death at home.

John's funeral will be held at Grace Baptist Church, 428 Elm Street, on Thursday at 10:30am. Your child may be excused from school to attend the funeral with written permission from you. We encourage you to make arrangements to accompany him or her. You will need to provide your own transportation. The school will remain open for the students who choose not to attend the funeral.

John's classmates and teachers have decided to receive donations in his memory and will make a contribution to the Crisis Center. Please contact the school office at 216-2883 for further information.

If you have any concerns regarding your child's reactions to this loss, Mrs. Jones, the school nurse, and Mr. Johnston, the school counselor, will be available to assist you.

Sincerely,

Jody Swanigan
Principal

Incident Command Paperwork and Forms

Sample Parent Letter

(ECMCS Letterhead)

Date

Dear Parents:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the school has made preparations to respond effectively to such situations. In fact, public schools in Charleston are built to meet stringent construction standards and they may be safer than your own home in the event of a disaster.

Should we have a major disaster during school hours, your child(ren) will be cared for at this school. Our School District has a detailed emergency plan which has been formulated to respond to a major catastrophe.

Your preparation and cooperation is necessary in any emergency:

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious disaster, students will be kept at the school until they are picked up by an identified, responsible adult (who has been identified as such on a School District Emergency Card) which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school.
 - a. they are 18 years of age
 - b. they are usually home during the day
 - c. they could walk to school, if necessary
 - d. they are known to your child
 - e. they are both aware and able to assume this responsibility
3. Some situations may make it necessary to “lock down” the campus, in which parents will be denied access to the school. Stay tuned to local radio and television stations for emergency information and instructions on school dismissal and student/parent reunification.
4. Impress upon your child the need for them to follow the direction of any school personnel in times of an emergency.

Students will be released only to parents and persons identified on the School District Emergency Card. During an extreme emergency, students will be released at designated reunion sites located on the school campus. Please instruct your student to remain at school until you or a designee arrives. Since local telephone service may be disrupted, also list an out-of-state contact on the emergency card, since calls may still be made out of the area while incoming calls are affected. The decision to keep

students at school will be based upon whether or not streets in the area are open. If this occurs, radio and television stations will be notified.

In case of a “hazardous release event” (chemical spill) near the school area, “Shelter-in-Place” procedures will be implemented to provide in-place protection. All students and staff will clear the fields, report to their rooms, and all efforts will be made to prevent outside air from entering classrooms during the emergency. “Shelter-in-Place” signs will be placed in classroom windows or hung outside classroom doors during a drill or emergency. Students arriving at school during a “Shelter-in-Place” drill or event should report to the school office or to a previously designated area at the school since classrooms will be inaccessible. When the dangerous incident has subsided, an “all clear” signal will be given.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during an emergency.

Sincerely,

Jody Swanigan
Principal

ECMCS STUDENT RELEASE FORM
To be taken by Runner

Please Print

Student's Name: _____

Teacher: _____ Grade: _____

Requested by: _____

.....

To be filled in by Request Site Staff

Proof of I.D. _____ Name on Emergency Card _____
(Driver's License or ID) Yes No

.....

Student's Status
To be filled in by Teacher

Sent with Runner _____ Absent _____ First Aid _____ Missing _____

.....

To be filled in by Requester
At the Release Site

Requester Signature: _____

Destination: _____

Date: _____ Time: _____

Give the student's Out-of-State Contact number to the person picking up the student

EAST COOPER MONTESSORI CHARTER SCHOOL SITE STATUS REPORT

To: _____ From: _____ Location: _____

Date: _____ Time: _____

Incident Commander at Site: _____

Message via: 2-Way Radio ____ Radio ____ Telephone ____ Messenger ____

Employee/Student Status

	Absent	Injured	# Sent to Hosp/Med	Dead	Missing	Unaccounted For (Away from site)	# Released to parents	# Being Supervised
Students								
Site Staff								
Others								

Structural Damage (Check damage/problem and indication location(s))

√	Damage/Problem	Location(s)

Message: (include kind of immediate assistance required; can you hold out without assistance / how long?: overall condition of campus, neighborhood, and street conditions; outside agencies on campus and actions; names of injured, dead, missing, and accounted for ASAP)

**WE ARE SHELTERING
IN PLACE**



DO NOT ENTER

**WE ARE UNDER
LOCK-DOWN**



DO NOT ENTER

Administrative Bulletin

FROM THE OFFICE OF THE SUPERINTENDENT

Charleston County School District

VOLUME: XLI
NUMBER: 3
TO: Chief Academic Officer, Associate Superintendents, Executive Directors,
Principals, Directors and other Department Heads
FROM: Michael Bobby
Chief Financial and Operations Officer
DATE: May 31, 2013
SUBJECT: **Disaster Preparedness**

Attached are the lists of the District's five Emergency Storm Shelter Sites, nine Reserve Shelter sites and seven Non-Storm Emergency Shelter Sites for the 2013-2014 school years.

Emergency Storm Shelters

Storm shelter requirements are determined by the American Red Cross and reviewed annually by the South Carolina Department of Social Services, American Red Cross, South Carolina Emergency Management Division, County Emergency Management agencies and the Charleston County School District.

Storm shelters open at the direction of the Charleston County Emergency Management Division. If the shelter demand exceeds the shelter capacity, then reserve storm shelters will be opened, post storm.

CCSD administrators, food service workers, maintenance workers and contracted custodial staff have been designated to staff each storm shelter along with the American Red Cross shelter manager and DSS workers. Shelter security is the responsibility of local law enforcement as assigned. No shelter will be opened until security is in place. Durham Bus Services and CARTA will provide transportation of evacuees to shelter sites.

Kevin Wren and Kevin Boyd will be the CCSD representatives at the Charleston County Emergency Preparedness Department Emergency Operations Center (EPDEOC) at the 8500 Palmetto Commerce Parkway, North Charleston, SC 29456. They are assigned to the Mass Care Section at the EPDEOC to assist with shelter operations. CCSD Administrative staff will operate a Command Post to protect District assets and provide necessary leadership in recovery in the event of an emergency or disaster.

Principals should review the attached Hurricane Preparedness **Checklist for All Schools** and follow it when the threat of a hurricane exists. Central office employees should review and

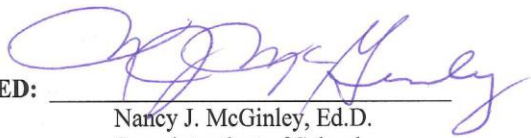
follow the attached Hurricane Preparedness **Checklist for Central Office Employees**. All personnel should read and follow the **Wide Area Network Disaster Procedures** attached. Hurricane Team members and Administrative Shelter Liaisons should review and follow the attached Hurricane Preparedness **Checklist for CCSD Hurricane Team and Administrative Shelter Liaisons**. CCSD telephone trees for both home and work telephone numbers should be updated and distributed to all staff immediately.

Non-Storm Emergency Shelters

CCSD has designated schools in each constituent district to be used as shelters during non-storm conditions on an as needed basis. CCSD administrators, food service workers, custodial staff and maintenance workers have been designated to staff each non-storm emergency shelter.

Attachments: 2013-2014 Emergency Storm Shelters
2013-2014 Non-Storm Emergency Shelters
Tropical Storm/Hurricane Operational Conditions (OPCONs)
Hurricane Preparedness Checklist for All Schools
Hurricane preparedness Checklist for Central Office Employees
Wide Area Network Disaster Procedures
Hurricane Preparedness Checklist for CCSD Hurricane Team and
Administrative Shelter Liaisons

APPROVED: _____


Nancy J. McGinley, Ed.D.
Superintendent of Schools

Charleston County School District

2013-2014 Emergency Storm Shelters

CATEGORY AND LOCATION

Storm Shelters

AC Corcoran
Midland Park
Dunston Elementary
North Charleston High
Ladson Elementary

Reserve (Post Storm)

Zucker
Lambs
Stall
Pepperhill
Northwoods
Pinehurst
Morningside
Garrett
Chicora (McNair)

Non Storm Emergency Shelters

St. James-Santee Elementary
Wando High
Ft. Johnson Middle
Garrett Academy
St. John's High
West Ashley High
CC Blaney

Charleston County School District
2013-2014 Non-Storm Emergency Shelters

District 1
St. James-Santee Elementary

District 2
Wando High

District 3
Ft. Johnson Middle

District 4
Garrett Academy

District 9
St. Johns High

District 10
West Ashley High

District 23
CC Blaney

TROPICAL STORM/HURRICANE OPERATIONAL CONDITIONS (OPCONS)

OPCON 5: HURRICANE SEASON ENTERED

- OPCON 5 starts on June 1 unless an early season storm places us in this condition prior to June 1
- All storm plans and standard operating procedures should be reviewed including home plans
- Points of contact and telephone numbers should be verified
- All storms are tracked and monitored

OPCON 4: NOTIFICATION AND ALERT

- Local officials are notified that a storm could possibly be a threat to South Carolina
- Emergency Operations Center (EOC) is under a "Limited Activation," primarily staffed by Emergency Preparedness Department (EPD) personnel
- All county departments, public safety agencies, hospitals, and response organizations notified

OPCON 3: STAND-BY

- Storm poses a significant threat to South Carolina
- EOC is "Partially Activated" with EPD staff and key agency representatives
- Pre-Evacuation conferences held with police, shelter teams and other agencies impacted
- Emergency Council Meeting conducted to discuss voluntary relocation, county evacuation, as well as, a Governor-ordered mandatory evacuation
- Key personnel not activated at this time will complete personal preparation for duty and keep their supervisor advised of their location and phone number
- CCSD Management Team activates District Emergency Radio Network for this and subsequent OPCON up-grades

OPCON 2: FULL ALERT AND PREPARATION

- Decision to evacuate automatically moves response teams to OPCON 2
- EOC will be at "Full Activation" with necessary personnel to effect evacuation, sheltering, response and initial recovery
- Moving to OPCON 2 commits substantial amounts of local and state monies to the storm effort
- Evacuation preparation for law enforcement and shelter teams requires approximately five hours

OPCON 1: EVACUATION

- Once decision to evacuate is announced, OPCON 1 will be established and maintained until an "All-Clear" is announced

Charleston County School District

Hurricane Preparedness Checklist

for

All Schools

Pre-Storm/Condition 5

- Conduct annual disaster preparedness training with staff
- Develop a school emergency communication plan
- Review and update school telephone tree

Threat (Storm Exists)/Condition 4

- Begin preparations for the safety of school property and staff
- Verify phone numbers for emergency contact
- Monitor the media for weather bulletins/updates

Standby (Watch)/Condition 3

- Listen to local news reports for notices from the Superintendent concerning school district personnel
- Address early dismissals, school closings and other critical issues
- Advise all employees of status, evacuation procedures and routes
- Notify supervisor of where you will be and how you can be contacted
- Obtain contact phone numbers from key staff personnel

Standby (Watch)/Condition 3 continued

- Pick up loose objects from outside of buildings (furniture, garbage cans, temporary signs, etc.) and bring them inside
- Clear desks, tables and tops of other equipment and store cleared items in a secured area
- Disconnect electrical plugs and extension cords excluding telephones
- Computers – refer to *Wide Area Network Disaster Procedures* outlined by the Department of Information Technology
- Move furniture and equipment away from windows and cover valuables with plastic
- Secure all interior items from water damage using plastic bags or covers over computers, copy machines, printers, files, etc.
- Shut off all classroom air conditioners
- Pull blinds, shutters and curtains
- Shut off lights (on/off switch, not circuit breakers)
- Close all doors
- Close fire doors throughout the facility
- **Do not** make adjustments to electrical circuit breakers - electrical panels should be left alone
- Turn refrigerators to the coldest setting (open quickly and only when necessary)
- Save computer information and safeguard back-up disks in a secure location
- Move vehicles to a safe area

Full Alert (Warning)/Condition 2

- Secure all valuable school property
- Move valuables from mobile classrooms to a secure location
- Do not turn off electricity or gas
- Ensure facility is secure – all classroom and office doors locked

- Notify Associate Superintendent that all checklist items are completed and that you are or are not leaving town

Post-Disaster/Recovery

- Listen for public communications for information and instructions concerning CCSD, its students, staff and faculty
- Assist with the examination and assessment of buildings and grounds
- Disseminate information to your staff by using the telephone tree
- Advise Associate Superintendent of your location

Charleston County School District

Hurricane Preparedness Checklist

For

Central Office Employees

The following checklist should be reviewed and followed by all central office employees. In addition to this checklist, check with your division/department head for more detailed instructions.

Pre-Storm/Condition 5

- Division/department heads notify all employees that hurricane season has begun
- Division/department heads review and update emergency telephone tree and procedures with all employees
- All employees take home an updated copy of their emergency telephone tree
- All employees attend appropriate meetings/training sessions, as required

Threat (Storm Exists)/Condition 4

- All employees begin preparation for the safety of family members and personal property
- All employees monitor the media for weather bulletins/updates
- Division/department heads re-check accuracy of emergency telephone tree
- Members of CCSD Hurricane Team check battery charge on portable emergency radios

Standby (Watch)/Condition 3

- Designated members of the CCSD Hurricane Team attend all called meetings
- All employees prepare computer back-ups, as appropriate
- All employees begin to store materials and supplies located in offices and departments to avoid a rush at the last minute
- All employees listen for announcements of early work dismissal and/or office and school closings
- All employees monitor the media for weather bulletins/updates

- All CCSD Hurricane Team members turn on portable emergency radios and carry radios at all times

Full Alert (Warning)/Condition 2

- If known, all employees give their alternate out-of-town phone number to their direct supervisor
- All employees secure all valuable school district property:
 - Drop and close all blinds
 - Unplug all electrical cords from wall sockets
 - Prepare and take home or store securely all computer back-ups
 - As appropriate, move equipment, materials and supplies away from vulnerable areas (i.e., windows, flood prone areas, etc.)
 - Move plants to areas where they will be less likely to blow over
 - Store loose objects, papers, and materials in drawers, cabinets, etc.
 - Cover District assets with plastic provided by the District, as reasonable and appropriate
 - Lock storage cabinets, drawers and closets before leaving
 - Turn off lights before leaving
 - If directed, lock door to offices/departments before leaving
- All CCSD Hurricane Team members report to CCSD Command Post
- Portable emergency radios remain on

Evacuation/Condition 1

- Leave town with copy of emergency telephone tree and computer back-ups, as appropriate

Post Disaster/Recovery

- Once people are allowed to return to Charleston, all employees should contact their supervisor for information as to the status of CCSD
- All employees monitor the media for continual updates on the status of CCSD
- The Command Post will designate special teams to examine CCSD sites and determine work that needs to be done
- Portable emergency radios remain on
- Each division/department head will provide the CCSD Command Post with an assessment and regular updates on disaster-related situations within their scope of responsibility
- Division/department heads work with staff to take photographs of any hurricane damage

- All employees begin clean up of division/departments/offices upon returning to work
- All employees examine missed deadlines and create new schedules for approval by the department and division head

Charleston County School District
Department of Information Technology

Preparing Technology Equipment for a Hurricane

If these instructions are unclear, call the Technology Support Desk at 308-8181.

Because network servers are dependent on each other for proper operation of the Wide Area Network, it is very important that the following directions are followed explicitly.

Standby (Watch)/Condition 3

➤ Servers:

DO NOT TURN OFF SERVERS.

- Using CD/DVD burner or flash drive, make two (2) copies of critical data that is on your server and/or local workstation.
 - Place one copy in a dry, secure area at the school (such as the vault)
 - Take one copy off-site with you and place in a dry, secure area.

➤ Workstations:

- Log off each computer workstation from the network.
- Shut down each workstation properly.
- Remember to turn off the monitor, too.
- Unplug the workstation and the monitor from power.
- Place workstations located on the floor on a table or some other object to elevate them from floor level.

➤ Labs:

Because of the concerns for lost instructional time and cost resulting from dismantling computer and business labs, the procedure for securing these computers is:

- Unplug the computers from power **but leave in place**. **If practical**, move computers that are located near windows to a safer location.
- Cover the computers adjacent to windows with heavy plastic sheets and secure to the table with tape. *(Heavy plastic that comes in rolls such as landscaping plastic or painters' plastic is suggested. If folded and stored, this plastic can be reused over time.)*

- Classroom, office and media center computers should be protected in the same way. If located near windows, these computers could be moved to the interior of the room.

Plastic will protect equipment from a leaky window, but not if the window or the roof is seriously damaged.

- Laptop
 - Unplug docking station from power.
 - Remove laptop from docking station and store safely in a cabinet or desk drawer.
- Document Camera
 - Turn off and unplug from power.
 - If document camera is located near a window, disconnect the two VGA and USB cables and move it to a safer location. *(Putting tape around one of the cables and another near the port it plugs into will help you reassemble later.)*
- SMARTBoard
 - Turn off and unplug from power.
- Sound Enhancement System
 - Turn off amplifier and unplug from power.
 - Unplug charger from power.
 - Store microphone and charger in a cabinet or desk drawer.
- Others
 - Unplug any peripheral devices such as printers from power and disconnect network or USB cable. **If practical**, move printers that are located near windows to a safer location.
 - Unplug photocopiers, PA systems, and any audio-visual equipment from power.

Post-Disaster/Recovery

- Telephone System:
 - Check the school telephone system. If you cannot make a telephone call, **SUBMIT A SERVICE REQUEST TO 308-8181** from a cell phone or by using HEAT self-service.
- Servers:
 - Check the servers. If they are off, turn them on.
 - If it does not come on, check to see that the UPS is turned on.
 - If the server still does not come on, unplug it from the UPS and plug the server in to the wall. Try the server again.
 - If the server still does not come on, **SUBMIT A SERVICE REQUEST TO 308-8181**. All requests **MUST** be in the form of a service request.

➤ Work Stations:

- Plug workstations into power.
- Turn them on.
 - If the workstation does not come on, **SUBMIT A SERVICE REQUEST TO 308-8181**. All requests **MUST** be in the form of a service request.

➤ Labs

- Uncover any computers that were covered in plastic.
- Plug the workstations into power.
- Turn them on.
 - If the workstation does not come on, **SUBMIT A SERVICE REQUEST TO 308-8181**. All damage reports **MUST** be in the form of a service request.

➤ Laptop

- Return laptop to docking station.
- Plug docking station into power.

➤ Document Camera

- Plug document camera back into power.
- If document camera was relocated, return it to appropriate location and plug VGA and USB cables into the proper ports.

➤ SMARTBoard

- Plug into power and turn it on.

➤ Sound Enhancement System

- Plug into power and turn amplifier on.
- Return microphone and charger to appropriate location.
- Plug in charger and charge microphone.

If your laptop, document camera, SMARTBoard or sound enhancement system does not work properly, **SUBMIT A SERVICE REQUEST TO 308-8181**. All damage reports **MUST** be in the form of a service request.

➤ Other:

- Plug any peripheral devices such as printers into power and connect network or USB cable.
 - If the peripheral does not come on, **SUBMIT A SERVICE REQUEST TO 308-8181**. All damage reports **MUST** be in the form of a service request.
- Plug PA back into the power.
 - If the PA does not come on, **SUBMIT A SERVICE REQUEST TO 308-8181**. All damage reports **MUST** be in the form of a service request.
- Plug photocopiers and any audio-visual equipment into power.
 - If your RICOH copier does not come on, contact IKON at the number listed on the front of your copier.

**CCSD Hurricane Team Members
(Assigned to the Command Post)**

1. Superintendent, S (1)
2. Chief Financial & Operations Officer, CFOO(1)
3. Chief Operating Officer of Capital Improvements, COO-CP (1)
4. Maintenance Officer, MO (1)
5. Utilities Supervisor, US (1)
6. Food Services Director, FSD (1)
7. Director, Risk, Safety and Environmental Management, DRSEM (1)
8. Plant Operations Managers, POM (2)
9. Plant Operations Supervisor, POS (1)
10. Executive Director, Facility Services(1)
11. Executive Director, Strategy and Communications EDSC (1)
12. Director of Transportation, DOT (1)
13. Director of Security and Emergency Management, DEM (1)

CCSD Hurricane Team Members
(Assigned to the Emergency Preparedness Division
Emergency Operations Center)

1. Deputy Director of Security and Emergency Management, DDEM (2)

Charleston County School District

Hurricane Preparedness Checklist

for

CCSD Hurricane Team and Administrative Shelter Liaisons

Accountability

Superintendent (S)
Chief Financial & Operations Officer (CFOO)
Director of Security and Emergency Management (DEM)
Executive Director of Facility Services (EDFS)
Executive Director of Strategy and Communications (EDSC)
Chief Operating Officer of Capital Programs (COO-CP)
Charleston County School District Administrative Shelter Liaison (ASL)
Associate Superintendents (AS)
Division/Department Heads (DH)
Director, Risk, Safety and Environmental Management (DRSEM)
Deputy Director, Security and Emergency Management (DDEM)

Pre-Storm/Condition 5

- Review and update Emergency Phone Tree and Emergency Communications Procedures (EDSC)
- Review operational procedures and related policies (ALL)
- Coordinate and conduct CCSD Emergency Shelter Training (DEM)
- Provide resources to shelter sites (EDFS)
- On June 1, remind all schools/offices that hurricane season is underway (EDSC)
- Organize CCSD shelter team briefing each member on what will be expected in accordance with an operational plan (ASL)
- Inventory equipment, supplies and forms needed for shelter operations (ASL)
- Attend appropriate meetings/training sessions as required (ASL)

Threat (Storm Exists)/Condition 4

- Establish contact with the media (EDSC)
- Coordinate with the American Red Cross, DSS, DHEC, First Student and the Charleston County Emergency Preparedness Department in reference to shelter openings (DEM, DRSEM, DDEM)

- Check communication equipment, emergency equipment and top off fuel tanks (DDEM, DEM)
- Prepare CCSD Command Post and notify Command Post personnel (CFOO)
- Inform Chief Academic Officer and Associate Superintendents who will advise administrative shelter liaisons and key personnel to remain available (DEM, DDEM)
- Monitor voluntary relocations out of the area and key assignment changes (S)
- Verify phone numbers for emergency contacts (ALL)
- Notify CCSD shelter team members (ASL)
- Begin preparations for the safety of personal property and family members (ALL)
- Monitor the media for weather bulletins/updates (ALL)

Standby (Watch)/Condition 3

- Superintendent and/or designee attends called Emergency Council meetings at Emergency Operation Center as necessary (S, DEM, DDEM)
- Director of Security and Emergency Management and Deputy Director, Security and Emergency Management report to Emergency Preparedness Department Emergency Operations Center (DEM, DDEM)
- Alert and brief key personnel (S, DEM, EDFs):
 - Board Chairman
 - Superintendent
 - Key Facility Services staff
 - Associate Superintendents
 - Administrative Shelter Liaisons
 - Maintenance
 - Food Services
 - Warehouse
 - Transportation

Standby (Watch)/Condition 3 continued

- Activate CCSD Command Post (CFOO)
- Contact Weather Service and Charleston County Emergency Preparedness Department for coordination of communication and activities (S, DEM, EDSC)
- Coordinate with the American Red Cross, DSS and DHEC in reference to shelter openings (DEM, DDEM)
- Advise administrative shelter liaisons to staff shelters as mandated for openings (DEM, DDEM)
- Activate shelter lodging arrangements for CCSD Hurricane Team (COO-CP)
- Address early dismissals, school closings and other critical information (S)
- Issue press releases as needed (EDSC)
- Alert key personnel and begin staffing facilities as directed (ASL)
- Contact CCSD Command Post, Emergency Preparedness Division Emergency Operations Center as needed (ASL)
- Monitor media for weather bulletins and press releases (ALL)

Full Alert (Warning)/Condition 2

- Activate Shelter Facilities and complete American Red Cross Facility Agreement (DEM, DDEM, ASL, DRSEM)
- Establish communication between CCSD Command Post, Emergency Preparedness Department Emergency Operations Center and shelter sites (DRSEM, ASL, DEM)
- Facilitate support services for shelter openings (DDEM, ASL)
- Activate shelter operations plan utilizing custodian, food service worker(s), maintenance/radioman, medical personnel, police, American Red Cross and DSS worker (ASL)
- Contact Emergency Preparedness Department Emergency Operations Center with hourly reports (ASL)
- Contact CCSD Command Post as directed (DEM, DDEM, ASL)
- Secure all valuable school property in preparation for shelterees (ASL)

Evacuation/Condition 1

- Coordinate shelter operations with DSS, American Red Cross and others at the Emergency Preparedness Department Emergency Operations Center (DEM, DDEM, DRSEM)
- Disseminate instructions and key information between CCSD Command Post, Emergency Preparedness Department Emergency Operations Center with shelters (DEM, DDEM, DRSEM)
- Secure all valuable school property in preparation for shelterees (ASL)
- Receive shelterees (ASL)
- Assist American Red Cross and DSS Shelter Team members (ASL)
- Maintain the CCSD Incident Event Log and document hours worked on the CCSD Emergency Shelter Time Worked Form (ASL)
- Monitor Shelter progress (DEM, DDEM)
- Rotate Command Post staff (CFOO) and Emergency Preparedness Department Emergency Operations Center Staff every twelve hours (DEM, DDEM)
- Coordinate with media (Charleston County PIO)
- Maintain security at shelters (ASL, DEM, DDEM)
- Evaluate and monitor shelter operations (ASL)
- Maintain regular communication with Emergency Preparedness Department Emergency Operations Center reporting the status of medical, feeding, population, water, morale, security, sewage, maintenance and power problems as they develop (ASL)
- Continue to log all critical incidents/occurrences on the CCSD Incident Event Log (ASL)

Post-Disaster/Recovery

- Coordinate with Emergency Preparedness Department Emergency Operations Center shelter closings and/or long term operation (DEM, DDEM)
- Coordinate with the media (EDSC)
- Establish additional command centers as warranted (S)
- Notify the Command Post of conditions from the Emergency Operations Center (DEM, DDEM)
- Notify all Divisions/Departments of the CCSD status (S)
- Designate special teams to examine the buildings and grounds of schools and other CCSD property as necessary. Based on the information provided by these teams, form repair and cleanup crews and develop priorities for work to be accomplished (S, EDFS)
- Develop a timetable for the resumption of activities and the reopening of schools and offices (S,CFOO)
- Coordinate through the Command Post with the CCSD Administrators at the Emergency Operations Center for any announcements concerning CCSD, its students, staff or faculty (EDSC)
- Provide the Command Post with an assessment and regular updates of disaster-related situations within their scope of responsibility (AS, DH)
- Address any and all security/property protection issues (ASL, S, CFOO)
- Rotate staff as required (ASL)
- Keep shelterees informed (ASL)
- Contact Emergency Preparedness Division Emergency Operations Center every three hours with status (ASL)
- Complete inventory of equipment, supplies and hours expended (ASL)
- Begin cleanup operations (ASL)
- Finalize CCSD Incident Event Log and complete all necessary American Red Cross, DSS, DHEC and/or CCSD forms (ASL)